



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

January 16, 2013 – 7:30 a.m.

301 Walnut Street, First Floor Conference Room

Windsor, CO 80550

AGENDA

- 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
 - E. Approval of Minutes from the November 21, 2012 Board of Directors Meeting – P. Garcia
 - F. Report of Bills – D. Moyer
 - G. Communications
 - H. Adjourn
-



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

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**BOARD OF DIRECTORS MEETING
November 21, 2012 – 7:30 a.m.
301 Walnut Street, First Floor Conference Room
Windsor, CO 80550**

MINUTES

A. Call to Order

Chairman Winter called the meeting to order at 7:30 a.m.

B. Roll Call

Chairman Bob Winter
Vice Chairman Dan Stauss
Secretary/Treasurer Craig Peterson
Brent Phinney
Kristie Melendez
Jason Shaeffer
Sean Pike

Also present:

Legal Counsel	Josh Liley
Town Manager	Kelly Arnold
Management Assistant	Lindsey Blomberg
Director of Finance	Dean Moyer
Town Clerk	Patti Garcia
Art & Heritage Manager	Carrie Knight

C. Public Invited to be Heard

Chairman Winter opened the meeting to public comment; to which there was none. Mr. Winter moved on to the next agenda item.

D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

There were no additions or modification to the agenda.

E. Approval of Minutes from the October 17, 2012 Board of Directors Meeting – P. Garcia
Secretary/Treasurer Peterson motioned to approve the minutes as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike
Nayes – None. Motion carried**

F. Report of Bills – D. Moyer

Secretary/Treasurer Peterson motioned to approve the bills as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike
Nayes – None. Motion carried**

G. Public hearing for 2013 budget – J. Liley

Legal Counsel Liley reported the information in the packet reflected the most recent budget information. Mr. Liley noted the mil was set at one mil for the fiscal year 2013. Town Manager



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Arnold reported that the budget meeting with the Town Board had gone well and recommended another meeting once the DDA 2013 work program has been put together.

Chairman Winter opened the meeting for public comment on the 2013 budget to which there was none.

- H. Resolution 2012-DDA 03 – A resolution of the board of directors of the Windsor 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, 2013 – J. Liley

Board Member Melendez motioned to approve Resolution No. 2012-DDA03;

Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike

Nayes – None. Motion carried

- I. Resolution 2012 DDA 04 – A resolution of the board of directors of the Windsor 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, 2013 – J. Liley

Board Member Melendez motioned to approve Resolution No. 2012-DDA04;

Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike

Nayes – None. Motion carried

Director of Finance Moyer stated he would track with the tax bills came up and would take care of the mill levy certification.

- J. Windsor Wonderland Sponsorship – K. Melendez

Board Member Melendez reviewed the Windsor Wonderland events and attractions along with marketing materials of flyers and banners with the DDA logo. Ms. Melendez also noted the Windsor Dash for Cash event that would be starting the Tuesday after Thanksgiving with local restaurants and retail establishment participating. Cards for the Dash for Cash event would be used December 1-24 in the DDA area; if you spend \$10 or more in an establishment the card would be stamped. Once a card receives five stamps they are mailed or dropped off at Windsor Eye Care Center. Two winners would receive \$250 in Windsor Bucks. The DDA board discussed Windsor Wonderland and the Dash for Cash and recommending to fund \$500 to Windsor Wonderland, \$500 to Dash for Cash, and a maximum of \$200 for ancillary expenses for items such as cards for Dash for Cash, etc.

Vice Chairman Stauss motioned to approve the funding of \$500 to Windsor Wonderland, \$500 to Dash for Cash, and a maximum of \$200 for ancillary expenses; Board Member Shaeffer seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike

Nayes – None. Motion carried

- K. Preserve America Presentation – C. Knight



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Art & Heritage Manager Knight reported on the Preserve America program noting it is a federal program that encourages historic preservation efforts. The designation opens opportunities for grant programs; the Town Board and Historic Preservation Commission have both reviewed the Preserve America Communities program and have indicated support. Ms. Knight reviewed the benefits of the designation and reported she would know the status of the application in a couple of months.

- L. Resolution No. 2012- DDA 05 – Recommendation to Town Board and Resolution supporting the efforts of the Town of Windsor to receive a “Preserve America Communities” designation pursuant to Federal Executive Order 13287 – C. Knight

Vice Chairman Stauss motioned to approve Resolution No. 2012-DDA05; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike

Nays – None. Motion carried

- M. Future Meeting Topics and Schedule

1. 2013 Work Plan and Strategic Plan Review

The DDA Board discussed the meeting/open house on January 23, 2013 and brought forward ideas to get input and more people from the DDA to attend. Town Manager Arnold recommended cancelling the December meeting; have a short meeting in January and go into a work session to discuss ideas for 2013 and prepare for the open house. The January DDA meeting will be a joint meeting with the Historic Preservation Commission. Management Assistant Blomberg will put a summary together of outstanding items from 2012 and include 2013 items from the work plan and have it ready for the January 23 meeting. Art & Heritage Manager Knight offered the Arts & Heritage Center for the open house on January 23.

- N. Report from Sub-Committees

1. Marketing Committee

Board Member Shaeffer provided ideas regarding the next public meeting such as getting the information on the website, newspaper, and flyers. A Facebook account was discussed; Board Members want to find ways to target those individuals in the DDA boundaries. Mailing information to members has been past practice and the DDA discussed ways to get email addresses too.

2. Beautification Committee

Town Manager Arnold stated that Management Assistant Blomberg was checking with CIRSA on our cost for the property recently purchased so it can be under the DDA as opposed the Town of Windsor. Ms. Blomberg is also checking with other insurance companies for estimates. Mr. Arnold noted the parking lot is owned by the DDA; the Town of Windsor is not going to maintain it until further notice is received.

3. Parking Committee

It was noted that the parking committee should be looking at the parking lot. Legal Counsel Liley recommended that there be signage absolving the Town of theft,



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damages, etc. Board Member Shaeffer expressed concern regarding the parking lot and dangerous situations related to ice, etc.

Town Manager Arnold stated that the Town would assist, but not maintain it at this time. He requested the DDA work through the issue as time allows.

O. Communications

None.

P. Executive Session

The purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e).- J. Liley

Secretary/Treasurer Peterson motioned to go into Executive Session at 8:35 a.m. regarding the purchase of real property, pursuant to C.R.S. 24-6-402(4)(a); and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(e); Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike

Nays – None. Motion carried

Secretary/Treasurer Peterson motioned to return to the regular meeting at 8:55 a.m.; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike

Nays – None. Motion carried

Q. Adjourn

Secretary/Treasurer Peterson motioned to adjourn at 8:55 a.m.; Board Member Shaeffer seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Peterson, Phinney, Melendez, Shaeffer, Pike

Nays – None. Motion carried

Patti Garcia, Town Clerk

Downtown Development Authority

REPORT OF BILLS

11/08-12/31/2012

*At the regular meeting of the Downtown Development Authority,
Colorado, held in the Windsor Town Hall Board Room on January 16, 2013
the following claims were presented, examined, and approved by the DDA*

VENDOR	DESCRIPTION	INVOICE #	AMOUNT
Windsor Chamber of Commerce	Windsor Bucks	5649	\$ 500.00
Liley, Rogers, Martell, LLC	Legal Services 9/24-11/21/12	12196	4,036.75
Mantooth Marketing Co	Flat Rate Marketing-Installment 5 of 6	1990	1,666.67
Mantooth Marketing Co	Website repair/ Installment 6 of 6	2034	2,028.92
Coren Printing	Flyers from 3/16/12	13145	7.20
Card Services	Bldg permit fee for irrigation/electric	Oct 2012	\$ 48.88
Barefoot Farms	tree wells, irrigation, electrical for trees	4965	\$ 3,070.00
Traffic Masters, Inc	signs, barricade, traffic control	5290	165.60
Pal II, Ltd	Land title purchase-WIRE TRANSFER	38	93,348.71

TOTAL DISBURSEMENT REQUEST \$ 104,872.73

TOTAL \$ 104,872.73



301 Walnut Street
 Windsor, CO 80550
 Office 970-674-2400
 Fax 970-674-2456

<u>Finance Department</u>	
Vendor #	730
Obligation #	97470

PAYMENT REQUEST

INVOICE NUMBER: 5649	Notes:
VENDOR: WINDSOR CHAMBER OF COMMERCE	
DBA: (IF OTHER THAN VENDOR)	
Address:	
	DDA EXPENSE
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
12/07/2012	Dean Moyer		<i>DM</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Windsor Bucks	\$500.00
				TOTAL	\$500.00



Windsor Chamber of Commerce
 421 Main Street
 Windsor, CO 80550

Invoice

Date	Invoice #
11/29/2012	5649

Bill To
Downtown Development Authority Bob Winters PO Box 381 Windsor, CO 80550

P.O. No.	Terms	Due Date	Project
		11/29/2012	

Description	Qty	Rate	Amount
Windsor Bucks Purchase for Downtown Windsor Dash for Cash! promotion 10 - \$50.00 Windsor Bucks Per Kristie Melendez	10	50.00	500.00

	Total	\$500.00
Thank you for your continued Membership and Support!	Payments/Credits	\$0.00
For Tax Purposes Dues are a Business Expense - not a Charitable Contribution.	Balance Due	\$500.00

Phone #	Fax #	E-mail	Web Site
(970) 686-7189	(970) 686-0352	michal@windsorchamber.net	www.windsorchamber.net



301 Walnut Street
 Windsor, CO 80550
 Office 970-674-2400
 Fax 970-674-2456

Finance Department	
Vendor #	6299
Obligation #	97433

PAYMENT REQUEST

INVOICE NUMBER: 12194	
VENDOR: Liley Rogers & Martell, LLC	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 300 S. Howes Street	
Fort Collins, CO 80521	
Phone:	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
11/27/12	Lindsey Blomberg		<i>[Signature]</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	484	6252		Legal Services 9/24-11/21	4,036 ⁷⁵
				TOTAL	4,036 ⁷⁵

Liley Rogers & Martell, LLC

300 South Howes Street
Fort Collins, CO 80521
FED ID# 06-1666312

Town of Windsor
c/o Kelly Arnold
301 Walnut Street
Windsor, CO 80550

November 27, 2012

In Reference To: DDA
Invoice #12196

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
9/24/2012	JCL	0.70 120.00/hr	84.00
Email from Elizabeth regarding review of work order for environmental study; review work order; email and call with Elizabeth regarding cost and benefit of performing a transaction screen versus a Phase 1 environmental study; email from Bob Winter regarding screen v. study			
9/28/2012	JCL	0.20 120.00/hr	24.00
Emails from and to Elizabeth Fields regarding status of title commitment and environmental study for Lot 21 purchase			
10/14/2012	JCL	1.30 120.00/hr	156.00
Review title commitment for Lot 21 purchaser to confirm it conformed to requirements of contract for sale; review list of exceptions; review records of Secretary of State to determine whether potential interest holder in Lot 21 is still in existence; legal research on current status of law regarding enforceability of reverter clauses; call with Lucia Liley regarding status update on review of title work and potential issues discovered			
10/15/2012	JCL	0.80 120.00/hr	96.00
Telephone conference with Ian McCargar regarding whether to insure Lot 21 under Town's insurance policy or have DDA obtain its own insurance policy; call with title company regarding providing copies of recorded documents listed as exceptions and possibility of adding insuring endorsement to cover reverter clause identified as an exception in title commitment; email from title company regarding copies of recorded documents; call with Elizabeth regarding status of survey; email from Elizabeth regarding response from King Surveyors regarding status of survey			
10/16/2012	JCL	1.50 120.00/hr	180.00
Email from and to Elizabeth Fields regarding insurance; call with Kathy Cardona, Financial Coordinator for Fort Collins DDA, regarding information about Fort Collins DDA liability insurance; voice message to Elizabeth regarding response from Fort Collins DDA; review post-1980's title documents appearing in title commitment for purchase of Lot 21			

		<u>Hrs/Rate</u>	<u>Amount</u>	
10/16/2012	JCL	Review of Board packet; discussion with Lucia Liley regarding addressing at Board meeting the potential issues discovered in title work for Lot 21 purchase	0.30 120.00/hr	36.00
10/17/2012	JCL	Attend Board meeting	2.80 120.00/hr	336.00
10/18/2012	JCL	Email from and to Elizabeth regarding environmental study of Lot 21; review study; email to Lucia Liley regarding results	0.30 120.00/hr	36.00
10/19/2012	JCL	Review title documents dating from 1880's-1910's appearing in title commitment for purchase of Lot 21 regarding liability waivers concerning flooding from lake and/or irrigation ditches, reverter clauses regarding alcohol use on property; call to title company requesting insuring endorsement for reverter clause	2.30 120.00/hr	276.00
10/25/2012	JCL	Email to Debbie Tamlin, broker for PAL II, regarding endorsement to title commitment for reverter clauses contained in deeds for Lot 21	0.10 120.00/hr	12.00
10/26/2012	JCL	Emails from and to Angela Mallory, employee of Land Title Guarantee Co., regarding preparation and delivery of Board resolution and other documents needed for closing on Lot 21, status of ALTA survey and deletion of standard exceptions from title commitment; email from and to Lindsey Blomberg regarding delivery of ALTA survey of Lot 21; emails from and to Angela regarding status of ALTA survey and deletion of standard exceptions from title commitment; email from Larry Pepel, King Surveyors, regarding review of revised ALTA survey; review survey; calls with Larry regarding unplottable railroad easement; review easement in question; call with Larry regarding addressing easement in survey	1.50 120.00/hr	180.00
10/29/2012	LAL	Emails from and to Ian McCargar regarding DDA budget/mill levy/appropriation actions; emails from and to Kelly Arnold regarding the same	0.60 180.00/hr	108.00
	JCL	Emails from and to Debbie Tamlin regarding financing and due diligence deadline for Lot 21 purchase, status of ALTA survey; voice message to Kelly Arnold regarding confirmation that funding will be available for purchase; email to Angela Mallory regarding certified copy of ALTA survey; email from and to Kelly Arnold regarding response to my voice message; email from Angela Mallory regarding updated title commitment, review updated commitment; draft resolution regarding Board approval of Lot 21 purchase; email to Lucia Liley regarding review of resolution regarding Lot 21 purchase; email to Bob Winter regarding completion of due diligence, scheduling closing	1.40 120.00/hr	168.00
	JCL	Emails from Lucia Liley and Ian McCargar regarding DDA budget approval	0.20 120.00/hr	24.00
10/30/2012	JCL	Emails to and from Angela Mallory regarding review and approval of Board resolution form for Lot 21 purchase	0.20 120.00/hr	24.00

		<u>Hrs/Rate</u>	<u>Amount</u>
10/31/2012	JCL	0.40 120.00/hr	48.00
Email from Angela Mallory regarding revisions requested to Board resolution for Lot 21 purchase; minor revision to resolution; email to Angela regarding review and approval of revised resolution; call with Lindsey Blomberg regarding obtaining signatures on Board resolution for Lot 21 purchase; email to Lindsey regarding resolutions			
11/1/2012	JCL	0.20 120.00/hr	24.00
Email from and to Angela Mallory regarding signed copy of Board resolution for Lot 21 purchase; email from and to Lindsey Blomberg regarding status of Board resolution for Lot 21 purchase			
11/2/2012	JCL	0.50 120.00/hr	60.00
Email from and to Lindsey Blomberg regarding copy of signed resolution for Lot 21 purchase; closing costs and processing of Town's payment for Lot 21 purchase; emails to and from Angela Mallory regarding copy of signed Board resolution for Lot 21 purchase, status of closing statement			
11/5/2012	JCL	0.20 120.00/hr	24.00
Emails from Angela Mallory and Martin West, broker for Pal II, regarding preparation for closing on Lot 21; scheduling of closing; email to and from Angela regarding status of closing statement for Lot 21 purchase			
11/6/2012	JCL	1.10 120.00/hr	132.00
Emails from and to Lindsey Blomberg regarding method of payment for Lot 21 purchase, scheduling of closing and DDA/Town representatives at closing; emails from and to Angela Mallory regarding status of closing documents and preparation for closing on Lot 21; emails to and from Angela regarding options for electronic funds transfer, instructions for wiring funds, scheduling of closing			
11/7/2012	JCL	0.30 120.00/hr	36.00
Email to and from Lindsey Blomberg regarding possibility of wire transfer of funds for Lot 21 purchase; instructions for wire transfer; emails from and to Angela Mallory regarding update on closing documents, information request for closing			
11/8/2012	LAL	0.40 180.00/hr	72.00
Brief emails to and from Ian McCargar regarding DDA budget resolutions			
	JCL	2.20 120.00/hr	264.00
Emails from and to Angela Mallory regarding method for prorating property taxes for Lot 21 purchase, review of tax certification and confirmation of correct tax proration; email from Angela Gardner, employee of Land Title Guarantee Co., regarding closing figures and documents; review closing documents; calls with Angela Gardner regarding questions about closing documents, revisions to closing documents, wiring of funds			
11/9/2012	JCL	1.00 120.00/hr	120.00
Emails to and from Angela Mallory regarding proration of taxes; email to Lindsey Blomberg regarding closing statement for Lot 21 purchase; coordination of payment for purchase and wiring instructions, copies of paid invoices for ALTA survey and Phase I ESA for buyer's affidavit; email from and to Angela Gardner regarding review of revised closing documents; review revised documents; email to Angela Gardner regarding approval of revised documents			

			<u>Hrs/Rate</u>	<u>Amount</u>
11/13/2012	JCL	Email from Lindsey Blomberg regarding confirmation of completed funds transfer for Lot 21 purchase, status of resolutions regarding DDA budget and mill levy; email to Angela Mallory regarding paid invoices for services performed on Lot 21 for buyer's affidavit	0.20 120.00/hr	24.00
	JCL	Attend closing for Lot 21 purchase at Land Title Guarantee Co. in Windsor	1.10 120.00/hr	132.00
	JCL	Review of 2012 Fort Collins DDA budget and mill levy resolutions; draft resolutions for budget and mill levy; email to Lucia Liley for review	0.40 120.00/hr	48.00
11/14/2012	LAL	Review drafts of budget document from Josh Liley and telephone conference with Josh Liley regarding the same	0.90 180.00/hr	162.00
	JCL	Email to and from Lindsey Blomberg regarding inclusion of executive session for November 21 Board meeting	0.10 120.00/hr	12.00
11/15/2012	JPK	Revise mill levy resolution per Lucia Liley's comments and edit both resolutions regarding format; email to Lucia Liley for review; finalize resolutions for submittal; locate prior Town Board resolution approving the DDA 2012 Budget; review Intergovernmental Agreement for applicable provisions; conference with Josh Liley	1.50 110.00/hr	165.00
	LAL	Prepare changes to draft DDA Board budget/mill levy resolutions and telephone conference with Josh Liley regarding the same; review revised documents and email to Windsor staff; voice messages to and from Ian McCargar	1.00 180.00/hr	180.00
	JCL	Emails from and to Lindsey Blomberg regarding status of insurance for Lot 21	0.10 120.00/hr	12.00
	JCL	Emails to and from Lucia Liley regarding changes to DDA budget and mill levy resolutions; revise resolutions; lengthy email reply to Lucia Liley regarding comments on revised resolution; email to Lindsey Blomberg regarding resolution for budget and mill levy; call with Lindsey regarding draft budget resolution; email from Lindsey regarding final budget resolution; review resolution; reply to Lindsey	1.20 120.00/hr	144.00
11/16/2012	LAL	Email from Ian McCargar regarding review of DDA budget documents	0.20 180.00/hr	36.00
	JCL	Email from Lindsey Blomberg regarding Board packet for November 21 meeting; review Board packet	0.20 120.00/hr	24.00
11/19/2012	JCL	Draft resolution for Town Board regarding DDA budget and mill levy; email to Lucia Liley regarding review of draft	0.60 120.00/hr	72.00
11/20/2012	JCL	Telephone conference with Lucia Liley regarding revisions to resolution for Town Board regarding DDA budget and mill levy; minor revisions to resolution; email to Ian McCargar regarding review of draft resolution	0.40 120.00/hr	48.00

		<u>Hrs/Rate</u>	<u>Amount</u>
11/20/2012	LAL Email from Lindsey Blomberg regarding Town Board budget and will levy resolution and telephone conference with Josh Liley regarding the same; review draft from Josh Liley and telephone conference with Josh Liley to discuss revisions	0.90 180.00/hr	162.00
11/21/2012	JCL Attend Board meeting	2.20 120.00/hr	264.00
Subtotal of charges			<u>\$4,005.00</u>
For professional services rendered			\$4,005.00
Additional Charges :			
		<u>Qty/Price</u>	
10/19/2012	LA Cost for mileage to Weld County Clerk & Recorder for records	1 31.75	31.75
Total additional charges			<u>\$31.75</u>
Total amount of this bill			<u>\$4,036.75</u>
Previous balance			\$237.25
Accounts receivable transactions			
11/6/2012	Payment - Thank You No. 63220		<u>(\$237.25)</u>
Total payments and adjustments			(\$237.25)
Balance due			<u><u>\$4,036.75</u></u>



301 Walnut Street
 Windsor, CO 80550
 Office 970-674-2400
 Fax 970-674-2456

Finance Department	
Vendor #	6741
Obligation #	97125

PAYMENT REQUEST

INVOICE NUMBER: 1990	
VENDOR: Mantooth Marketing CO	
DBA: (IF OTHER THAN VENDOR)	5 of 6 Installments
Address: 2715 Sage Creek Rd Ft Collins 80528	
Phone: 970-482-7644	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/31/12	Lindsey Blomberg		

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6253		Flat Rate Marketing	1,166 ⁶⁷
				TOTAL	\$1,166 ⁶⁷



Invoice

2715 Sage Creek Road
Fort Collins. CO 80528

970-482-7644

Date	Invoice #
10/31/2012	1990

Bill To
Windsor Colorado Downtown Dev Authority Elizabeth Fields 800 3rd Street Windsor, CO 80550

PO Number	Acct Manager	Terms	Project	
	Connie Hanrahan	Net 30		
Serviced	Description	Hours/Units	Hrly/Flat Rate	Amount
	Flat Rate -Marketing - Installment 5 of 6		1,666.67	1,666.67
Thanks! For details on time for your billing, please contact your Account Manager			Total	\$1,666.67
			Payments/Credits	\$0.00
			Balance Due	\$1,666.67



301 Walnut Street
 Windsor, CO 80550
 Office 970-674-2400
 Fax 970-674-2456

<u>Finance Department</u>	
Vendor #	6741
Obligation #	97544

PAYMENT REQUEST

INVOICE NUMBER: 2034	Notes:
VENDOR: Mantooth Marketing Company	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 2715 Sage Creek Road, Fort Collins, CO 80528	
Phone: 970-482-7644	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
11/30/2012	Vicki K Miller		<i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6253		Marketing	\$2,028.92
				TOTAL	\$ 2,028.92



mantooth
marketing company

2715 Sage Creek Road
Fort Collins. CO 80528

970-482-7644

Invoice

Date	Invoice #
11/30/2012	2034

Bill To
Windsor Colorado Downtown Dev Authority Elizabeth Fields 800 3rd Street Windsor, CO 80550

PO Number	Acct Manager	Terms	Project	
	Connie Hanrahan	Net 30		
Serviced	Description	Hours/Units	Hrly/Flat Rate	Amount
11/14/2012	CommonTiger Denver - Website Repair/Pay as you go	1	362.25	362.25
	Marketing Retainer - 6 of 6 Instalments		1,666.67	1,666.67

Thank you for choosing Mantooth to assist with your marketing needs.	Total	\$2,028.92
	Payments/Credits	\$0.00
	Balance Due	\$2,028.92



301 Walnut Street
 Windsor, CO 80550
 Office 970-674-2400
 Fax 970-674-2456

<u>Finance Department</u>	
Vendor #	194
Obligation #	97413

PAYMENT REQUEST

INVOICE NUMBER: 13145	
VENDOR: Coven Printing	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 631 Birch Street Suite A Windsor, CO 80550	
Phone: 970.686.9631	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
11/27/2012	Lindsey Blomberg		KA

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
919	486	6256		Flyers from 3-16-12	7.20
				TOTAL	7.20 ✓



Making Great Impressions Since 1978

NOV 27 2012
631 Birch Street, Suite A
Windsor, Colorado, 80550
ph 970.686.9631
fx 970.686.9614
info@corenprintinginc.com
www.corenprintinginc.com

INVOICE NO 13145
DATE 3-16-12
PURCHASE ORDER NO.

INVOICE

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
12	8 1/2 x 11, 4/0, 28#		3.60
6	11 x 17, 4/0, 28#		3.60

- Black & White Copies
- Color Copies
- Full Color Printing
- Other _____

SUBTOTAL	
LESS DISCOUNT _____%	
INCOMING SHIPPING	
SUB-TOTAL	
TAX	
SET-UP	
OUTGOING SHIPPING	
DEPOSIT	

RECEIVED BY _____

DATE _____

*Thank You
For Your Patronage.
We Greatly Appreciate It!*



TOTAL 7.20



301 Walnut Street
 Windsor, CO 80550
 Office 970-674-2400
 Fax 970-674-2456

<u>Finance Department</u>	
Vendor #	6373
Obligation #	96861

PAYMENT REQUEST

INVOICE NUMBER: 0187 OCT 2012	
VENDOR: Card Services	
DBA: (IF OTHER THAN VENDOR)	
Address: PO BOX 875852 Kansas City, MO 64187-5852	DDA EXPENSE X
Phone: 800-821-5184	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/25/12	KKawamura	Wade Willis	

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	84142		Building permit fee for irrigation and electric	48.88
01	450	6218		Helmet and arborist supply	158.95
01	450	6216		Reference book	29.95
01	450	5137		Lunch for end of seasonal crew	22.95
				TOTAL	\$260.73

RECEIPT

Receipt #: 00001



Town of Windsor
 BUILDING DIVISION
 301 Walnut Street
 970-686-7476 Fax 970-686-7180

Permit #: 12WIN-00834
 Application Type: Misc./One Stop / Misc. Mechanical, Plumbing or Electrical / One Stop
 Address: 300A Main St
 Windsor, CO

Payment Method: CC
 Reference No.:
 Amount Paid: \$48.88
 Payment Date: 2012-09-25 14:52:38

Payment From: Ken Kawamura Town of Windsor
 Fund Transfer To: 12WIN-00834
 Cashier: Joy Liberty
 Comments:
 Owner Info: Town of Windsor / DDA

301 Walnut St
 Windsor, CO 80550

Work Description: installation of new electric service and outlets and Irrigation to 10 tree rings for holiday lights
 Valuation: \$6900.00

Fee Item	Account Code	Amount
Building Admin Fee	01-4322	\$48.88
Total Fee Amount:		\$48.88

Other Payment(s): \$254.15
 Balance: \$0.00

19 486 8412



301 Walnut Street
 Windsor Colorado 80550
 Office 970-674-2400
 Fax 970-674-2456

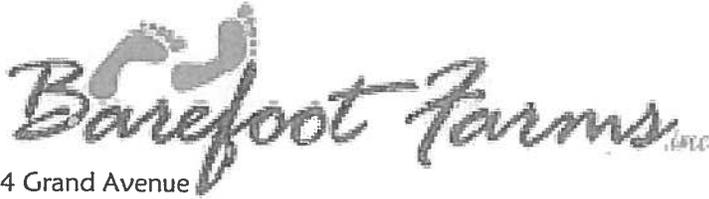
Finance Department	
Vendor #	5272
Obligation #	96889

PAYMENT REQUEST

INVOICE NUMBER: 4965	Notes:
VENDOR: Barefoot Farms	
DBA: (IF OTHER THAN VENDOR)	
Address: 1364 Grand Avenue Windsor, CO 80550	
Phone: (970) 686-0525	<h3 style="margin: 0;">DDA EXPENSE X</h3>
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/29/2012	Wade Willis	<i>W. Willis</i>	<i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	8412	N/A	Tree wells, irrigation, electrical for DDA trees	\$3,070.00
TOTAL					\$3,070.00



1364 Grand Avenue
Windsor, CO 80550

Invoice

Date	Invoice #
10/29/2012	4965

Bill To:

Windsor Parks Dept.
C/O Wade Willis
301 Walnut Street
Windsor, CO 80550

Contract *DDA*
Downtown

P.O. Number	Terms

Description	Quantity	Rate	Amount
Dig tree wells, run irrigation & Electric conduit, fill, and lay bricks		3,070.00	3,070.00
Sales Tax		6.10%	0.00
Thank you for your business.		Total	\$3,070.00



301 Walnut Street
 Windsor Colorado 80550
 Office 970-674-2400
 Fax 970-674-2456

Finance Department	
Vendor #	6547
Obligation #	96949

PAYMENT REQUEST

INVOICE NUMBER: 5290	Notes:
VENDOR: Traffic Masters, Inc.	
DBA: (IF OTHER THAN VENDOR)	
Address: 601 Innovation Circle #B Windsor, CO 80550	
Phone: (970) 674-3450	
Fax: (970) 674-3091	

DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/31/2012	Wade Willis		

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	8412 ✓	N/A	Signs, barricade and traffic control - DDA trans	\$165.60
				TOTAL	\$165.60 ✓

Traffic Masters, Inc.

601 Innovation Cir. #B
 Windsor, CO 80550
 Phone (970) 674-3450
 Fax (970) 674-3091

Invoice

Date	Invoice #
10/31/2012	5290

Bill To
Town of Windsor 301 Walnut St. Windsor, Co 80550

Job Location
Main St. North side sidewalk Wade 217-5266

P.O. No.	Terms	Due Date	Rep	Job Start Date	Via	F.O.B.
	Net 30	11/30/2012	AND	10/31/2012	TMI Truck	Origin

Quantity	Item Code	Description	Price Each	Amount
44	RAS	A SIZE SIGN- RENTAL	1.65	72.60T
44	R1	TYPE I BARRICADE- RENTAL	0.75	33.00T
2	LTCSH	TRAFFIC CONTROL SUP.- HOUR	30.00	60.00
DDA				

Specialty orders are NOT available for return. Stock items are subject to a 30 day return policy. There is a \$35 charge for a return check. A late fee applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, as permitted by law.

Subtotal	\$165.60
Sales Tax (0.0%)	\$0.00
Total	\$165.60



DISBURSEMENT STATEMENT

Closed: 11-13-2012
Disbursed: 11-13-2012

Closer: Shawn Grimes

Property:
VACANT LAND

Commitment: 25111129
Escrow No.: 25111129

Seller(s):
PAL II, LTD., A COLORADO CORPORATION DBA PAL
DEVELOPMENT CORPORATION, A COLORADO CORPORATION
PO BOX 6666

Buyer/Borrower(s):
WINDSOR COLORADO DOWNTOWN DEVELOPMENT
AUTHORITY
301 WALNUT STREET

Anticipated Funds

<u>Party to be Credited</u>	<u>Transaction Description</u>	<u>Buyer Amount</u>	<u>Seller Amount</u>	<u>Other Amount</u>	<u>Total Amount</u>
	WINDSOR COLORADO DOWNTOWN DEV	-93,348.71	0.00	0.00	-93,348.71
	DUE FROM BUYER				
	CREDITED PARTY NET:				

TOTAL ANTICIPATED FUNDS: 93,348.71

Receipts

<u>Receipt Date</u>	<u>Rcpt No</u>	<u>Party From Whom Received</u>	<u>Description</u>	<u>Funding No</u>	<u>Total Amount</u>
			AMOUNT RECEIPTED:		0.00

DISBURSEMENT STATEMENT

Closed: 11-13-2012
 Disbursed: 11-13-2012

Closer: Shawn Grimes

Commitment: 25111129
 Escrow No.: 25111129

Seller(s):
 PAL II, LTD., A COLORADO CORPORATION DBA PAL
 DEVELOPMENT CORPORATION, A COLORADO CORPORATION
 PO BOX 6666

Buyer/Borrower(s):
 WINDSOR COLORADO DOWNTOWN DEVELOPMENT AUTHORITY
 301 WALNUT STREET

Disbursements

<u>Disbursed</u>	<u>Disb Number</u>	<u>Type</u>	<u>Payee</u>	<u>Description</u>	<u>Seller Amt</u>	<u>Buyer Amt</u>	<u>Other Amt</u>	<u>Total Amount</u>
1-12-2012	6655609	Disbursement	PAL II, LTD., A COLOR	Seller Proceeds	86,546.21	0.00	0.00	86,546.21
		Pending	LAND TITLE GUARANTEE	Title Insurance Alta	752.00	0.00	0.00	
				Endorsement Deletion	100.00	0.00	0.00	
				Endorsement 100.11	0.00	100.00	0.00	
				Tax Report Land Titl	0.00	25.00	0.00	977.00
		Pending	LAND TITLE GUARANTEE	Closing Fee Land Tit	50.00	50.00	0.00	
				Scrivener Fee	0.00	0.00	5.00	105.00
		Pending	LAND TITLE GUARANTEE	Record Warranty Deed	0.00	16.00	0.00	
				Documentary Fee	0.00	9.50	0.00	25.50
1-12-2012	6655610	Disbursement	INTEGRATED REAL ESTAT	Listing Agent Commis	1,425.00	0.00	0.00	
				Scrivener Fee Integr	0.00	0.00	5.00	1,420.00
1-12-2012	6655611	Disbursement	WEST & ASSOCIATES	Selling Agent Commis	4,275.00	0.00	0.00	4,275.00
				PAID DISBURSEMENTS:				92,241.21

Balancing Information

Total Anticipated Funds:	93,348.71	Amount Received:	0.00
Total Anticipated Disbursements:	-93,348.71	Paid Disbursements:	92,241.21
Overpayment of Funds:	0.00	Amount of Transfers:	1,107.50
Difference of Anticipated Funds:	0.00	Difference of Actual Funds:	-92,241.21

last Updated by: Shawn Grimes

Form DISB.40.2 10/06: Printed 11-12-2012 01:31PM