



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

February 13, 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 January 13, 2013 Board of Directors Meeting – P. Garcia
 - F. Report of Bills & Financial Report – P. Garcia
 - G. Farmers Market 2013 - Request for Funds – A. Porter
 - H. Review of January 23, 2013 meeting at Art & Heritage Center – DDA Board
 - I. Introduction of DDA Dashboard Maps concept – K. Arnold
 - J. Report from Sub-Committees
 - 1. Marketing Committee
 - Mantooth update
 - Website progress
 - Summer intern
 - 2. Beautification Committee
 - Review DDA guidelines as it pertains to DDA owned property
 - Town owned lot
 - Corners of 4th & 6th and Main
 - Façade improvement program
 - Xcel undergrounding process
 - 3. Parking Committee
 - K. Communications
 - L. Adjourn
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BOARD OF DIRECTORS MEETING

January 16, 2013 – 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:

Town Manager
Director of Finance
Town Clerk

Kelly Arnold
Dean Moyer
Patti Garcia

C. Public Invited to be Heard

The meeting was open to public comment, to which there was none.

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

Town Manager Arnold requested the DDA board discuss the January 23, 2013 meeting at the Art & Heritage Center along with the 2012 work plan.

E. Approval of Minutes from the November 21, 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

Nays – 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

Nays – None. Motion carried

Board Member Melendez reported that the Windsor Wonderland had been a great success and noted the DDA Board had approved \$500 for Windsor Bucks and \$500 for the Windsor Wonderland event. Ms. Melendez stated that they had received adequate funds to cover the Windsor Wonderland event and requested that the \$500 for the Windsor Wonderland event not be distributed.

Ms. Melendez also reported she had received notice that the hosting fee was due for the DDA website. She will be asking Mantooth for their opinion regarding the DDA continuing with the



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current website host. Chairperson Winter directed that the website hosting decision should be left up to Board Members Melendez and Phinney.

G. Communications

- Windsor Wonderland

Chairperson Winter reported he had received good feedback on the event and the Dash for Cash. Vice President Stauss recommended that if Dash for Cash is part of the downtown events next year, that participants be allowed to drop the cards off at local businesses as opposed to one location or being mailed in. Board Member Melendez stated that the Windsor Wonderland event will be held from noon – 5 pm next year to accommodate for more time for children to be with Santa Claus. They will additionally be looking for more child-friendly vendors next year.

- Undergrounding of Utilities

Board Member Phinney reported he had met with SafeBuilt to discuss the undergrounding of the utilities in the DDA area. It was noted that the business owners don't need to change anything; it is done by Xcel. The cost would be putting in the disconnect and wire coming in. Town Manager Arnold stated the next step would be getting with Xcel and creating a package that would identify what it would take to underground the utilities. Mr. Arnold will have staff work with Xcel to get direction on moving forward with this exercise.

- January 23, 2013 Meeting

The public meeting will be held at the Art & Heritage Center from 6:30 to 8 p.m.; a press release will be sent out, information will be put on the DDA website and a mailing to those in the DDA area will go out. The agenda will include the introduction of the Board, current budget and mill levy information, summary of past accomplishments and the 2013 work plan.

- April 2013 Board Member Terms

There are two terms that will be expiring in April, 2013. Chairperson Winter would like to continue as a board member; Board Member Phinney indicated that he would not be pursuing a second term.

H. Adjourn

Secretary/Treasurer Peterson motioned to adjourn; 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

01/01/2013-02/05/13

*At the regular meeting of the Downtown Development Authority,
Colorado, held in the Windsor Town Hall Board Room on February 13, 2013
the following claims were presented, examined, and approved by the DDA*

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>INVOICE #</u>	<u>AMOUNT</u>
Liley, Rogers & Martell, LLC	legal services	12219	\$ 144.00

TOTAL DISBURSEMENT REQUEST \$ 144.00

TOTAL \$ 144.00



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

<u>Finance Department</u>	
Vendor #	6299
Obligation #	97848

PAYMENT REQUEST

INVOICE NUMBER: 12219	
VENDOR: Liley, Rogers & Martell, LLC	
DBA: (IF OTHER THAN VENDOR)	
Address: 300 S. Howes St Fort Collins, CO 80521	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
12/21/12	Lindsey Blomberg		

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal Services	144 ⁰⁰
TOTAL					144 ⁰⁰

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

December 21, 2012

In Reference To: DDA
Invoice #12219

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
11/20/2012 LAL Review draft Town Board budget/appropriation/mill levy resolution from Josh Liley; prepare revisions to same and telephone conference with Josh Liley to finalize	0.80 180.00/hr	144.00
Subtotal of charges		<u>\$144.00</u>
For professional services rendered		\$144.00
Previous balance		\$4,036.75
Accounts receivable transactions		
12/10/2012 Payment - Thank You No. 63574		<u>(\$4,036.75)</u>
Total payments and adjustments		(\$4,036.75)
Balance due		<u><u>\$144.00</u></u>



Windsor DDA Revenue

Windsor Downtown
Development
Authority

Windsor DDA Revenue				
Summary December 31, 2012	Collections	Budget	% of Budget	
Incremental Property Tax	\$9,637	\$9,756	98.78%	
Interest	\$0	\$250	0.00%	
Town of Windsor Funding	\$250,000	\$250,000	100.00%	
Total	\$259,637	\$260,006	99.86%	

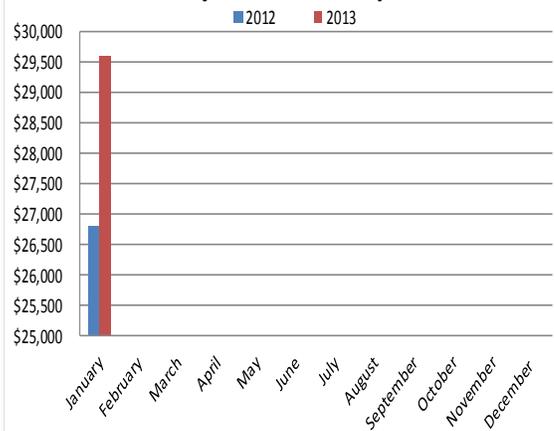
Special points of interest:

- In 2012 the DDA generated sales tax of \$268,919.
- January 2013 sales tax collections were roughly \$3,000 above January 2012 collections.
- 2012 Property tax increment was on target.

Windsor DDA Expenditures

Windsor DDA Expenditures				
Summary December 31, 2012	Expenditures	Budget	% of Budget	
Operations				
Office Supplies	\$202	\$300	67.33%	
Public Relations/Advertising	\$3,240	\$7,500	43.20%	
Board Development	\$865	\$2,500	34.60%	
Dues/Fees/Subscriptions	\$1,184	\$1,000	118.40%	
Audit Service	\$0	\$500	0.00%	
Legal Services	\$17,574	\$10,000	175.74%	
Contract Services	\$14,262	\$10,000	142.62%	
Publishing/Recording	\$7	\$300	2.33%	
Printing/Binding	\$0	\$1,000	0.00%	
Study Review/Consultant	\$34,848	\$32,500	107.22%	
Elections	\$762	\$8,000	162.91%	
Administrative Transfer	\$13,033	\$35,000	0.00%	
Operations Total	\$85,977	\$108,600	79.17%	
Capital				
Land/Easements	\$93,349	\$0	-	
Site Improvements	\$31,625	\$75,703	41.78%	
Town of Windsor Funding	\$0	\$75,703	0.00%	
Capital Total	\$124,974	\$151,406	82.54%	
Grand Total	\$210,951	\$260,006	81.13%	

Monthly Sales Tax Comparison



Windsor Downtown Development Authority

P.O. Box 381
Windsor, CO 80550
Email: info@windsordda.com

**We're on the web
windsordda.com**

Welcome to Windsor



DDA Mission Statement

"It is the mission of the Windsor DDA to create a prosperous, vibrant, energetic, and clean town center, by marketing downtown opportunities, retaining and expanding current business opportunities, preserving downtown charm, and enhancing physical appearance and amenities through partnerships with the community and stakeholders."



PLAN OF DEVELOPMENT PROJECTS

The projects, facilities, programs and functions to be established and provided in the district will benefit and promote the health, safety, prosperity, security and general welfare of all occupants and owners thereof and will prevent deterioration of property values, will prevent the growth of blighted areas, and will be of special benefit to all property within the district.

- A. The promotion of, participation in, and assistance to private and public developments consistent with the priorities of the DDA by all means permitted by federal, state and local laws and regulations, including but not limited to, land assemblage, and/or acquiring, constructing, reconstruction, rehabilitating, equipping, selling and leasing space.
- B. Public facilities and improvements as necessary to complement private developments.
- C. A parking program to provide sufficient public parking to service all occupants and owners within the district.
- D. A pedestrian and vehicular circulation system.
- E. A beautification program.
- F. A convention/exhibition facility to be built in conjunction with private development of a downtown hotel and banquet hall.

DDA Board

Bob Winter, Chairman — Bob@windsordda.com
Dan Stauss, Vice Chairman — Dan@windsordda.com
Craig Petersen, Secretary/Treasurer — Craig@windsordda.com
Brent Phinney — Brent@windsordda.com
Jason Shaeffer — Jason@windsordda.com
Sean Pike — Sean@windsordda.com
Kristie Melendez, TOW board representative — Kristie@windsordda.com



MEMORANDUM

Date: February 13, 2013
To: Downtown Development Authority
From: Amy Porter, Special Events Coordinator
Re: Farmers Market 2013

The first season of the Windsor Farmers Market was a success and we are currently coordinating the market for 2013. This summer, the market will be held in the same location as last year, on 5th Street, south of Main Street. The time frame has been adjusted to 9am-12:30pm. The market will feature local produce, artisans and acoustic entertainment.

In 2012, the Town of Windsor partnered with CSU Extension-Weld County and their Master Gardeners program to hold this event. Moving forward, the Town of Windsor will be allocating more responsibility to the CSU Extension-Weld County in regards to coordination and execution of the event. Our goal is to transfer all responsibilities and operations of the market to the CSU Extension-Weld County in 2014.

On behalf of the CSU Extension-Weld County and their representative, Carrie Shimada, I would like to propose that the DDA be involved in the event again this year, as a sponsor. The Windsor Farmers Market is seeking a sponsorship of \$500.00 to cover costs of publicity and advertising. These costs include signage, advertising in local newspapers and seasonal Ag publications.

In return for sponsorship, the DDA logo will be placed on all Windsor Farmers Market banners and advertisements. Other requests will be considered.