



**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**

**August 21, 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 July 10, 2013 Board of Directors Meeting – M. Lee
- F. Report of Bills & Financial Report – P. Garcia
- G. Report from Sub-Committees
  - 1. Marketing Committee
    - i. Wheels N Deals & Pro Challenge update
    - ii. Salsa on 5<sup>th</sup>
  - 2. Beautification Committee
    - i. Gas meters
  - 3. Parking Committee
- H. Communications
  - Harvest Festival sign up sheet
  - Ordering of business cards & DDA logo shirts
  - Update on Householder property
- I. Adjourn



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### BOARD OF DIRECTORS MEETING

July 10, 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  
Kristie Melendez  
Sean Pike  
Dean Koehler

Absent:

Jason Shaeffer (excused)

Also present:

Town Clerk  
Management Assistant  
Associate Planner  
Associate Planner  
Administrative Specialist

Patti Garcia  
Kelly Unger  
Brett Walker  
Josh Olhava  
Sandra Sheffler

C. Public Invited to be Heard

There was no public comment.

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

Additional discussion regarding Bulls on the Beach, DOLA and the mill and a request for a bike rack from Duke of Windsor was added to the agenda.

E. Approval of Minutes from the June 12, 2013 Board of Directors Meeting – P. Garcia

**Mr. Peterson moved to approve the minutes of the June 12, 2013 meeting as presented; Mr. Stauss seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler**

**Nays – None. Motion carried.**

F. Report of Bills & Financial Report – P. Garcia

Ms. Garcia reported on the bills submitted for approval, Weld County property taxes, legal services and marketing for the Wheel & Deal Project.

**Mr. Peterson moved to approve the bills as submitted; Ms. Melendez seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler**

**Nays – None. Motion carried.**

G. Report from Sub-Committees

Marketing Committee

1. Farmer's Market

Ms. Melendez reported on the sales of water bottles and the need for help manning the booth in the near future. It has also been mentioned that vendors would like to be on site 1.5 hours before opening to allow for adequate setup. This request will be passed on to the event organizers.

2. Wheels n Deals Promotion



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Ms. Melendez reported the Wheels n Deals promotion plans are near completion and are awaiting logo/color approval from the Pro Cycle Committee.

### 3. Signature event scheduled for September 14, 2013

Ms. Melendez reported the event will take place on September 14 beginning at 6:30 p.m. The show stage is reserved for the event, the band and dancers are committed. Ms. Garcia stated a special event partnership is available for the show stage, electrical, dumpsters and staff cleanup, worth approximately \$1,700 of in-kind sponsorship. Mantooth will be looking at sponsorships to offset the cost of the band and dancers, and possibly having a dance contest and inviting Mexican eateries to provide samples of food. In order for Mantooth to continue a presence with this event by creating a webpage, fliers and banners and help promoting it, they are estimating approximately 30 hours at a cost of \$2,470.00. Ms. Melendez is also requesting up to 10 hours of their time, at \$65.00 per hour, to update the DDA website and connect emails correctly.

**Mr. Peterson moved to approve a \$2,500 allocation for Mantooth to work on and market the September 14, 2013 event. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler  
Nays – None. Motion carried.**

**Mr. Peterson moved to approve up to \$650 for Mantooth to update the DDA website. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler  
Nays – None. Motion carried.**

### Beautification Committee

#### 1. Planters

Mr. Peterson picked up the planters and Mr. Kawamura is working on getting them installed at the four corners of 6<sup>th</sup> and Main this week. They will be installed and flowers planted and watered by hand for 2013 and an automated watering system will be installed for 2014.

#### 2. Façade Improvement Program

Mr. Walker noted work is underway on the Façade Improvement Program and he is awaiting feedback from Fort Collins and creating draft guidelines. Town Manager Arnold recommended this be a project that is highlighted requesting support from Town Board during upcoming budget meetings.

### Parking Committee

#### 1. Bike Racks

Mr. Stauss picked up the bike racks. Public Works will assist with the installation process. The Duke has requested a bike rack in front of their building. Placement of new and replacement of current rack locations was discussed.

### H. Communications

Mr. Arnold notified members of a meeting that will be taking place July 12, 2013 with Department of Local Affairs regarding the mill. Following meetings with the State Historical Fund they are still supporting the project, depending on what the community and owner desires are. The meeting will consist of the local regional representative for DOLA, the State Main Street representative, their top architect, and a grant coordinator. This group would like to meet individually with town staff representatives, the DDA, and the owner/stakeholders to evaluate if there is interest in them coming in to put together a community effort for support of the mill. Following the meetings there will be a tour of the facility.

Mr. Pike reported his plans to organize "Bulls on the Beach" across from Chapman's Produce on land owned by Martin Lind, in September. The event will consist of a kid's rodeo, ten mutton busters, eight bull fighters and ten bull riders, followed by a concert. He is not requesting monetary support but is interested in a partnership with the town and DDA. FFA will be taking care of the parking and there will be mechanical bulls,



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bull fighting and vendors on site. Mr. Arnold recommended Mr. Pike work with Amy Porter, Special Events Coordinator, on this event.

Ms. Garcia reminded the board of their work session with Town Board on August 26 at 6:00 p.m. She encouraged committees to look at action plans, objectives and projects for 2013 and be prepared to present the same for 2014.

Ms. Garcia stated the town will be providing maps of the town, viewing areas and parking areas for the Pro Cycling Challenge. The Town Attorney has recommended property owners sign a Release and Indemnification to release the town from anything that could happen on the property during the race. Mr. Winter asked about insurance and Ms. Garcia stated the town and DDA are covered by CIRSA. Ms. Garcia will forward the information to DDA counsel for review before moving forward with it.

Mr. Peterson asked for clarification of a deadline for fence removal of the Householder property. The closing was June 21, 2013 and they have 60 days to remove the fencing. Ms. Garcia will follow up on the removal prior to the expiration of the 60 days.

Ms. Melendez reported the old opera house at 4<sup>th</sup> and Main Street, both upstairs and downstairs, has been bought by one entity. The new owners have inquired into the DDA and are working on renovations of the building.

I. Adjourn

**Mr. Stauss moved to adjourn the meeting at 8:55 a.m.; Mr. Peterson seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Winter, Stauss, Peterson, Melendez, Pike, Koehler**

**Nays – None. Motion carried.**

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Sandra Sheffler, Administrative Specialist

Downtown Development Authority

REPORT OF BILLS

07/06-08/07/2013

At the regular meeting of the Downtown Development Authority,  
Colorado, held in the Windsor Town Hall Board Room on August 21, 2013  
the following claims were presented, examined, and approved by the DDA

VENDOR	DESCRIPTION	INVOICE #	AMOUNT
Melendez, Kristie	reimburse for Wtaer bottles/website hosting	N/A	\$ 287.24
Gulley Greenhouse & Nursery	flowers for planters @ 6th & Main	217799	95.00
Pioneer Sand Co	planters mix	450	27.95
Graber Manufacturing	bike rack	52682	1,128.00
Liley, Rogers & Martell	legal svcs-DDA	12354	1,212.00
Reserve Account	postage meter reload-DDA's %	July 2013	\$ 94.71

TOTAL DISBURSEMENT REQUEST \$ 2,844.90

TOTAL \$ 2,844.90



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

<u>Finance Department</u>	
Vendor #	6323
Obligation #	101087

## PAYMENT REQUEST

<b>INVOICE NUMBER:</b>	
<b>VENDOR:</b> Kristie Melendez	
<b>DBA:</b>	
(IF OTHER THAN VENDOR)	
<b>Phone:</b>	<b>DDA EXPENSE</b>
<b>Fax:</b>	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/10/13	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		King Soopers – Water bottles for Farmers Market	29.72
19	486	6217		Go Daddy – website hosting	257.52
				<b>TOTAL</b>	<b>\$ 287.24</b>



Payment Receipt

Kristie

19-486-6217

RE: GoDaddy.com Order Confirmation - Mozilla Firefox

http://mail.windsorgov.com/owa/?...&id=1372

Send [Icons] Options HTML

This message hasn't been sent.

To: sales@godaddy.com

Cc:

Subject: RE: GoDaddy.com Order Confirmation

Tahoma [Icons]



Billing Questions: (480) 505-8855  
24/7 Sales & Support: (480) 505-8877

VIEW YOUR ORDER

Kristie Melendez, thank you for your order

Search

# Thank you for your order!

ORDER CONFIRMATION FROM GODADDY.COM

Dear Kristie Melendez

Customer Number: 45116926  
Username: 45116926  
Receipt Number: 566537565

This email contains important information regarding your recent GoDaddy.com purchase - please save it for reference. How did we do? [Take our survey](#)

Item Purchased	Quantity	Term	Price	
Email - Unlimited (Unlimited Storage/10 Boxes - US Region - Renewal - 2 Years (recurring))	1 plan(s)	2 year(s)	\$56.23	Activate
.COM Domain Name Renewal - 2 Years (recurring) GODOWNTOWNSWINDSOR.COM	1 domain(s)	2 year(s)	\$20.47	Manage
.COM Domain Name Renewal - 2 Years (recurring) VISTOWNTOWNSWINDSOR.COM	1 domain(s)	2 year(s)	\$20.47	Manage
.COM Domain Name Renewal - 2 Years (recurring) WINDSORGA.COM	1 domain(s)	2 year(s)	\$20.47	Manage
.ORG Domain Name Renewal - 2 Years (recurring) WINDSORGA.ORG	1 domain(s)	2 year(s)	\$27.24	Manage
Hosting - Web - Economy - Linux - US Region - Renewal - 2 years (recurring)	1 plan(s)	2 year(s)	\$112.64	Activate
		Special Savings	\$70.72	
		Shipping & Handling	\$0.00	
		Tax	\$0.00	

Access all of your products.

[My Account](#)

Order Total: **\$257.52**

New & Noteworthy

Go Daddy Deals



1:49 PM  
7/2/2013



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

<u>Finance Department</u>	
Vendor #	4625
Obligation #	101267

## PAYMENT REQUEST

<b>INVOICE NUMBER: 217799</b>	
<b>VENDOR: Gulley Greenhouse and Nursery</b> 6029 South Shields Street Fort Collins, CO 80526	
<b>DBA:</b> (IF OTHER THAN VENDOR)	
<b>Phone:</b>	DDA EXPENSE
<b>Fax:</b>	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/10/13	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6213		Flowers for planters at 6 <sup>th</sup> & Main	95.00
				<b>TOTAL</b>	<b>\$ 95.00</b>



Gulley Greenhouse and Nursery  
 6029 South Shields Street  
 Fort Collins, CO 80526  
 phone # (800) 642 8028  
 fax # (970) 226-2763  
 www.gulleygreenhouse.com

19-486-6213

I N V O I C E Original	
Invoice: 217799	Type: REGULAR
Date: 07/10/13	Page: 1

BILL TO: TOWN OF WINDSOR  
 301 WALNUT STREET  
 WINDSOR, CO 80550

SHIP TO: TOWN OF WINDSOR  
 301 WALNUT STREET  
 WINDSOR, CO 80550

Phone No: (970) 674-2440

(970) 674-2440 Load No: 0-0

SHIP DATE	SHIP WEEK	ORDER DATE	CUSTOMER I.D.#	ORDER NUMBER	SLM	TERMS	SHIP VIA	% DISC	Racks	PURCHASE ORDER NO
07/10/13	201328	07/10/13	TO6742440 TO6742440	22553-000		2% 10 NET 30	CUST PICK U	0.00	0	
ITEM DESCRIPTION				SIZE	Units Shipped	QTY Shipped		Item Price	Price	
GAZANIA Sngl 'Kiss Flame Mix'				1204 FINISH	4	192		0.36980	71.00	
SUBTOTAL (SIZE):				1204 FINISH	4	192			71.00	
GRASS Pennisetum rub 'Fireworks'				1 GAL FINIS	4	4		6.00000	24.00	
SUBTOTAL (SIZE):				1 GAL FINIS	4	4			24.00	

DDA -

flowers for pots on 6<sup>th</sup> Main

				Totals:	8	196		Order \$	95.00
								DISC \$	0.00
								Misc \$	0.00
								FREIGHT	0.00
								Order Total:	95.00



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

<u>Finance Department</u>	
Vendor #	5003
Obligation #	101268

## PAYMENT REQUEST

INVOICE NUMBER: <b>450</b>	PO #450
VENDOR: <b>Pioneer Sand Company</b>	
DBA:	
(IF OTHER THAN VENDOR)	
Phone:	<b>DDA EXPENSE</b>
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/10/13	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Planters mix	27.95
<b>TOTAL</b>					<b>\$ 27.95</b>

REMIT TO:

# INVOICE



## PIONEER

SAND COMPANY INC.

P. O. BOX 7650

COLORADO SPRINGS, CO 80933-7650

202254

INV # 473380

INV DTE 07/10/13

PIT

PO # 450

B/L#

X-STREET:

SHIP VIA:

SHIP DT: 00/00/00

SLS # 267 BRAD CAMERON

WINDSOR

CO 80550

BILL TO: WINDSOR, TOWN OF  
301 WALNUT STREET

=====  
---ITEM #--- -LOC- -----DESCRIPTION----- --QTY--- -UOM- --PRICE-- -EXTENSION-

385 WI PLANTERS MIX 4030 1.00 EA 27.95 27.95



SUB-TOTAL 27.95

MISC CHGS 0.00

TAXES 0.00

TOTAL 27.95







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

<u>Finance Department</u>	
Vendor #	6914
Obligation #	101327

## PAYMENT REQUEST

<b>INVOICE NUMBER:</b> 52682 <b>VENDOR:</b> Graber Manufacturing 1080 Uniek Drive Waunakee, WI 53597	Customer ID: WINDT SO # 51737
<b>DBA:</b>	
(IF OTHER THAN VENDOR)	
<b>Phone:</b>	
<b>Fax:</b>	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/2/13	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	<del>8412</del>	6218	Advocate bike rack	539.00
19	486	<del>8412</del>	6218	7 loop Heavy Duty Winder	589.00
				<b>TOTAL</b>	<b>\$1,128.00</b>

# Graber Manufacturing, Inc.

(Formerly Trilary Inc.)  
 1080 Uniek Dr.  
 Waunakee, WI 53597



# INVOICE

Invoice Number: 52682  
 Invoice Date: Jul 2, 2013  
 Page: 1  
 SO Number: 51737

Voice: 800-448-7931  
 Fax: 608-849-1081

Bill To:
Town of Windsor 301 Walnut St Windsor, CO 80550

Ship to:
Town of Windsor 301 Walnut St Windsor, CO 80550

Customer ID	Customer PO	Payment Terms	
WINDT	Emailed 5/24/2013	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
HG	Customer Pickup	7/2/13	8/1/13

Qty	Item	Description	B/O	Unit Price	Amount
1	ADB-4-SF-P	Advocate Bike Rack - 2 to 4 Bike Capacity - Surface Flange - Powder Coated RED		539.00	539.00
1	HW238-9-SF-P	7 Loop Heavy Duty Winder - (9 Bike) - Surface Flange - Powder Coat RED		589.00	589.00
<p>Thank you!                      Hilary</p>					

Subtotal	1,128.00
Sales Tax	
Shipping & Handling	
Total Invoice Amount	1,128.00
Less: Payments Applied	
<b>TOTAL</b>	<b>1,128.00</b>

Check/CM No:



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

<i>Finance Department</i>	
Vendor #	6299
Obligation #	100905

## PAYMENT REQUEST

<b>INVOICE NUMBER: 12354</b>	
<b>VENDOR: Liley Rogers &amp; Martell, LLC</b>	
<b>DBA:</b> (IF OTHER THAN VENDOR)	
<b>Address: 300 South Howes Street</b> <b>Fort Collins, CO 80521</b>	
<b>Phone:</b>	DDA EXPENSE
<b>Fax:</b>	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
6/27/2013	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal Services - DDA	1,212.00
01	415	6251		Legal services -- Audit information	154.00
<b>TOTAL</b>					<b>\$1,366.00</b>

**Liley Rogers & Martell, LLC**

300 South Howe's Street  
Fort Collins, CO 80521

Town of Windsor  
c/o Patti Garcia  
301 Walnut Street  
Windsor, CO 80550

June 27, 2013

Re: DDA  
Invoice #12354 Summary of Charges Due

Previous Balance	\$ 597.50
Payment – 6/10/13 -Thank you, No.65344	(\$ 597.50)
Services Rendered per Invoice #12355	<u>\$ 1,366.00</u>
Total Balance Due	<u>\$ 1,366.00</u>

# 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

June 27, 2013

In Reference To: DDA  
Invoice #12355

## Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
5/22/2013	JCL Complete review of exceptions identified in title commitment for Householder property; prepare notes on issues to discuss with Board regarding exceptions	1.10 120.00/hr	132.00
5/28/2013	JCL Email from Patti Garcia regarding executive summary of Phase 1 RSA of Householder property; review summary; email to and from Patti regarding status of ALTA survey for Householder property	0.30 120.00/hr	36.00
6/10/2013	JCL Email from and to Patti regarding status of ALTA survey for Householder property; apportion closing costs; schedule closing	0.20 120.00/hr	24.00
6/11/2013	JCL Email to and from Patti regarding update on status of ALTA survey of Householder property	0.10 120.00/hr	12.00
6/12/2013	JCL Attend Board meeting; email from Patti regarding survey; review survey; email from Patti regarding discovery of error in property description; call with Patti to discuss problem	3.10 120.00/hr	372.00
6/13/2013	JCL Telephone conference with Larry Pepek regarding plotting of railroad easement on ALTA survey for Householder property; email from and to Larry regarding revised ALTA survey; review revised ALTA survey; email from Angela Gardener regarding review of settlement statement and closing documents for Householder property; review settlement statement and closing documents; call with Angela regarding time frame for approval and incorporation of proposed changes to documents; email to Angela Gardner describing proposed changes; email to Angel regarding revised survey	3.40 120.00/hr	408.00
6/14/2013	JCL Email from Angela Gardner regarding review of revised closing documents for Householder property purchase; review revised closing documents; call with Angela regarding incorrect date of contract listed in closing	1.90 120.00/hr	228.00

Total DDA  
\$1212.00

		<u>Hrs/Rate</u>	<u>Amount</u>
documents, request reformatted warranty deed; review updated title commitment, warranty deed, seller's affidavit and buyer's affidavit; email to Angela regarding approval of changes to closing documents; telephone calls with Bob Winter regarding final changes to closing documents; approve closing documents			
6/19/2013	JPK Review audit letter request; begin preparation of response	0.50 110.00/hr	55.00
6/20/2013	JPK Prepare draft response to audit letter request; email to Lucia Liley and Josh Liley for review; review emails with Dean Moyer regarding representation of DDA	0.90 110.00/hr	99.00
Subtotal of charges			<u>\$1,366.00</u>
For professional services rendered			\$1,366.00
Previous balance			\$597.50
Accounts receivable transactions			
6/10/2013	Payment - Thank You No. 65344		<u>(\$597.50)</u>
Total payments and adjustments			(\$597.50)
Balance due			<u><u>\$1,366.00</u></u>

*other*

55.00

99.00

**VENDOR:** US POSTMASTER  
SERIAL #594543

**VENDOR #**  
3962

July 1, 2013

101107

**ALL SPLIT:** \$4,153.88

**ADDITIONAL:**

**TOTAL DUE:** \$5,000.00

FUND	DEPT	FUNC	PROJ	DESCRIPTION	%	AMOUNT
1	421	6263		Police Department	13.77%	\$571.99
1	412	6263		Municipal Court Clerk	3.63%	\$150.79
1	419	6263		Planning Department	2.59%	\$107.59
1	456	6263		Cultural Affairs/Museum	7.53%	\$312.79
5	490	6263		CRC/Seniors	2.45%	\$101.77
1	451	6263		Recreation	16.27%	\$675.84
1	430	6263		Public Works	4.84%	\$201.05
1	454	6263		Parks	4.99%	\$207.28
1	413	6263		Administration	1.60%	\$66.46
1	431	6263		Engineering	0.64%	\$26.58
7	481	6263		Sewer	0.36%	\$14.95
6	471	6263		Water	15.52%	\$644.68
1	416	6263		Human Resources	6.75%	\$280.39
1	410	6263		Town Clerk	2.94%	\$122.12
1	415	6263		Finance	13.71%	\$569.50
1	420	6263		Economic Development	0.13%	\$5.40
19	486	6263		DDA	2.28%	\$94.71
1	411	6213		Town Board		\$846.11

**TOTAL:**

5,000.00

100%

postage  
meter reload

OK

DM 7/3/13



Volume 1, Issue 7 July, 2013

## Windsor DDA Revenue

Windsor Downtown  
Development  
Authority

Windsor DDA Revenue Summary July 31, 2013	Collections	Budget	% of Budget
Property Tax Mill Levy	\$3,687	\$4,006	92.03%
Incremental Property Tax	\$14,015	\$16,603	84.41%
Interest	\$3	\$250	1.20%
Town of Windsor Funding	\$145,833	\$250,000	58.33%
<b>Total</b>	<b>\$163,538</b>	<b>\$270,859</b>	<b>60.38%</b>

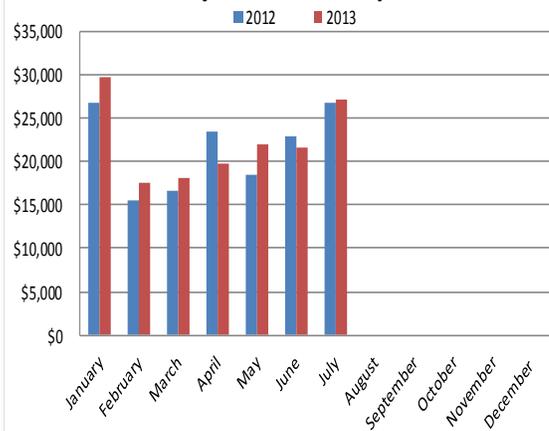
### Special points of interest:

- Year to date sales tax collections through July 2013 totaled \$155,511. This was roughly \$5,000 above the 2012 collection of \$150,483.
- July 2013 sales tax collections were roughly \$300 above July 2012 collections.
- Revenue is where we expect it to be after July at 60.38%.

## Windsor DDA Expenditures

Windsor DDA Expenditures Summary July 31, 2013	Expenditures	Budget	% of Budget
<b>Operations</b>			
Office Supplies	\$259	\$300	86.29%
Public Relations/Advertising	\$5,232	\$25,000	20.93%
Board Development	\$0	\$1,000	0.00%
Dues/Fees/Subscriptions	\$2,365	\$500	473.00%
Travel/Mileage	\$0	\$100	0.00%
Legal Services	\$3,078	\$10,000	30.78%
Contract Services	\$1,600	\$20,000	8.00%
Publishing/Recording	\$0	\$300	0.00%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$0	\$5,000	0.00%
Administrative Transfer	\$11,667	\$20,000	58.34%
<b>Operations Total</b>	<b>\$24,201</b>	<b>\$82,700</b>	<b>29.26%</b>
<b>Capital</b>			
Site Improvements	\$116,335	\$116,752	99.64%
Buildings & Structures	\$1,128	\$116,752	0.97%
<b>Capital Total</b>	<b>\$117,463</b>	<b>\$233,504</b>	<b>50.30%</b>
<b>Grand Total</b>	<b>\$141,664</b>	<b>\$316,204</b>	<b>44.80%</b>

### Monthly Sales Tax Comparison



## Windsor Downtown Development Authority

P.O. Box 381  
Windsor, CO 80550  
Email: [info@windsordda.com](mailto:info@windsordda.com)

**Were on the web  
[windsordda.com](http://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](mailto:Bob@windsordda.com)  
Dan Stauss, Vice Chairman — [Dan@windsordda.com](mailto:Dan@windsordda.com)  
Craig Petersen, Secretary/Treasurer — [Craig@windsordda.com](mailto:Craig@windsordda.com)  
Dean Koehler — [Dean@windsordda.com](mailto:Dean@windsordda.com)  
Jason Shaeffer — [Jason@windsordda.com](mailto:Jason@windsordda.com)  
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Kristie Melendez, TOW board representative — [Kristie@windsordda.com](mailto:Kristie@windsordda.com)