



**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**

**January 15, 2014 – 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 December 18, 2013 Board of Directors Meeting – M. Walter
- F. Report of Bills & Financial Report – P. Garcia
- G. Report from Sub-Committees
  - 1. Marketing Committee
  - 2. Beautification Committee
  - 3. Parking Committee
- H. Communications
  - Work Session with Lucia Liley regarding façade improvement program – January 29, 2014 at 7:30 am
- I. Adjourn



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### BOARD OF DIRECTORS MEETING

December 18, 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  
Dean Koehler  
Sean Pike

Also present:

Town Manager	Kelly Arnold
Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Associate Planner	Brett Walker
Customer Service Supervisor	Megan Walter

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment; Ron Lauer asked the board who made the decision to use tax payer money to complete a feasibility study on privately owned property. The board decided to address his question under the regular Communications 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 changes to the Agenda as presented.

E. Approval of Minutes from the November 20, 2013 Board of Directors Meeting – P. Garcia  
**Secretary/Treasurer Peterson motioned to approve the Minutes as presented; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:**

**Yeas - Winter, Stauss, Petersen, Melendez, Koehler, Pike**

**Nayes - None. Motion carried.**

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

Town Clerk Garcia presented the report of bills; Board Member Melendez stated the rack cards hadn't been paid for yet. Ms. Garcia agreed to follow up on that payment. Chairman Winter asked about the payment he approved for engineering, Ms. Garcia advised the board an invoice hadn't been received yet but be processed once it was.

**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, Petersen, Melendez, Koehler, Pike**

**Nayes - None. Motion carried.**



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### G. Report from Sub-Committees

#### 1. Marketing Committee

##### i. Winter Wonderland debrief – K. Melendez

Winter Wonderland was held on December 7, 2013 and despite very cold temperatures had a good turnout, with 430 kids compared to 500 last year. Wing Shack provided hot chocolate and cider. Great Western surprised the crowd with large candy canes filled with candy for the kids. This year had the highest sponsorship which fully paid for the event and sponsors have already stated they would be back next year. A debriefing meeting will be held later to determine what to do with the remaining funds. Rack cards were present at the event and are available for any business who would like to display them at the shop. Vice chairman reported to the board that business was down on that day based on the cold but he still supports Winter Wonderland.

Town Manager Arnold asked the board to send a thank you note to Great Western. Kristie advised Mr. Arnold that all participants received thank you notes and Great Western was part of that list. Mr. Arnold also said that other surrounding communities had their winter celebrations on the same weekend which may have also contributed to the lower numbers this year. Board member Melendez stated she would discuss the date and time for next year at their debriefing meeting.

The marketing committee will not meet on December 25, 2013 due to the Christmas holiday, and will begin up again in January looking at cost for billboard signage and website updates for 2014.

#### 2. Beautification Committee

##### i. DDA- owned lots - Concept Plan status including update of December 11, 2013 meeting – B. Winter

Chairman Winter reported that Kristen Cypher from C+B Design presented the Concept Plan and discussed drainage off the highway that runs into the property. The committee asked Mr. Arnold if the Town of Windsor would be responsible for that drainage. He and Ms. Garcia stated there wasn't an answer available for that issue and that as the Concept Plan progresses that would all become available. Ms. Garcia communicated that she would contact Lucia Liley to see what financing options were available and touch base with Town of Windsor Engineering concerning drainage lines to the lake.

A work session meeting will also be rescheduled with Lucia Liley regarding the Facade Improvement Program.

Mr. Walker will advise board by email when a good time will be to show up at the Planning Commission meeting to present Concept Plan. A memo has been presented to the board regarding the information.

#### 3. Parking Committee

##### i. Update regarding meeting with Fehr & Peers – B. Walker

Mr. Walker met with Fehr & Peers to discuss a scope of work for the following parking programs; historic parking credits, parking reduction, shared parking



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and payment in lieu. He would forward more information to the committee when it becomes available.

Mr. Winter shared with the board that he found 78 parking spaces around Boardwalk Park with 8 being handicap.

### H. Communications

- Historic Mill Feasibility Study – RFP Process

Ms. Melendez responded to Mr. Lauer on his previous question stating that, the Downtown Development Authority Board as well as Town Board approved the study and budget. Mr. Arnold stated the State of Colorado was interested in giving funds to research what could be done to improve the downtown area. Mr. Lauer stated that didn't really answer his question, Mr. Winter indicated no formal approval or decision has been made, the DDA, Town, and State are still in the research stages and will be moving towards making a decision.

The RFPs will be reviewed on Friday December 20, 2013 at 7:30am

- Schedule work session to discuss 2014 Work Plan  
Work session is scheduled for after regular meeting on January 15, 2014
- 2014 regular and committee meeting scheduled  
Board agrees to continue meeting on Wednesday mornings at 7:30. Ms. Garcia will organize a 2014 calendar to schedule regular and committee meetings.
- Sales tax numbers from the financial report were discussed
- Ms. Melendez questions why dues, fees, and subscriptions were over budget, Ms. Garcia informed the board that property tax was not budgeted and was paid out of that account.
- Mr. Winter reminded board that DCI meeting will be in Fort Collins this year and it would benefit the board to attend. Ms. Garcia stated it was in the budget for each member to attend and she would send out dates of the meeting.
- Ms. Garcia is a member of the Northern Colorado Leadership Program and has networking opportunities with the Fort Collins DDA and Downtown Business Association Program Manager.

### I. Adjourn

On a motion duly made, the meeting was adjourned at 8:04 a.m.

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Megan Walter, Customer Service Supervisor

Downtown Development Authority

**REPORT OF BILLS**

11/30-12/31/13

*At the regular meeting of the Downtown Development Authority,  
Colorado, held in the Windsor Town Hall Board Room on January 15, 2014  
the following claims were presented, examined, and approved by the DDA*

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>INVOICE #</b>	<b>AMOUNT</b>
S & B Porta-Bowl Restrooms	Salsa on 5th event portable restroom rental	540243	\$ 440.00
Liley Rogers & Martell	legal services 11/27/13	12461	\$ 360.00

TOTAL DISBURSEMENT REQUEST \$ 800.00

TOTAL \$ 800.00



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

<i>Finance Department</i>	
Vendor #	6733
Obligation #	103868

## PAYMENT REQUEST

INVOICE NUMBER: 540243	
VENDOR: S & B Porta-Bowl Restrooms, Inc.	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS:	
PO Box 5453	
Denver, CO 80217-5453	
Phone:	<b>DDA EXPENSE</b>
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/17/13	Patti Garcia		P Garcia <i>PSG</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6213		Salsa on 5 <sup>th</sup> – Portable restrooms	\$440.00
<b>TOTAL</b>					<b>\$ 440.00</b>



Please note: New Remittance Address

REMIT TO: S & B Porta-Bowl Restrooms, Inc. P.O. Box 5453 Denver, CO 80217-5453

# INVOICE

◆ Invoice reflects charge for minimum current billing period.

Clean Portable Restrooms!  
www.sbprestrrooms.com

INVOICE NUMBER: 540243

INVOICE DATE: 10/17/13

\* Please reference Invoice Number on remittance

PAGE: 1

SOLD TO: TOWN OF WINDSOR  
301 WALNUT ST  
WINDSOR, CO 80550

SHIP TO: SALSA ON FIFTH  
5TH ST AT MAIN ST  
WINDSOR

Additional Info:

SHIP DATE.....: 10/04/13  
DUE DATE.....: 10/27/13  
TERMS.....: NET 10

CUST. ID.....: WINDST  
P.O. NUMBER.....:  
P.O. DATE.....: 07/31/13

1.5% monthly finance charge will be added to all invoices 30 days past due.

ITEM I.D. / DESCRIPTION	ORDERED	SHIPPED	PRICE	NET	TX
REGULAR RESTROOMS	3.00	3.00	85.00	255.00	E
A D A RESTROOM	1.00	1.00	110.00	110.00	E
TRASH TOTERS	5.00	5.00	15.00	75.00	E

\*THANK YOU! FOR ALLOWING US TO SERVE YOU\*  
CURRENT SERVICE PERIOD 09/25/13 THRU 10/22/13  
WE OFFER ROLL-OFFS/FENCING/STORAGE CONTAINERS  
\*\*\*\*\*ONE CALL DOES IT ALL\*\*\*\*\*

SUBTOTAL: 440.00  
TAX: 0.00  
TOTAL: 440.00

Denver- 303-341-6800  
Greeley/Loveland/Ft. Collins- 970-356-7070  
Colorado Springs- 719-447-1414  
Pueblo- 719-543-4112  
Fax- 303-341-6828  
Toll Free- 1-866-893-9001

'We also accept'



*We Sincerely Appreciate  
Your Business*

**A FAMILY OWNED COLORADO  
TRADITION FOR OVER 30 YEARS**



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

<b>Finance Department</b>	
Vendor #	6299
Obligation #	103702

## PAYMENT REQUEST

INVOICE NUMBER: 12461	
VENDOR: Liley Rogers & Martell LLC	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 300 South Howes Street Fort Collins, CO 80521	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
11/25/13	Patti Garcia		P Garcia 

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6252		Legal services – 11/27/2013	360.00
<b>TOTAL</b>					<b>\$ 360.00</b>

**Liley Rogers & Martell, LLC**

300 South Howes Street  
Fort Collins, CO 80521

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

November 25, 2013

Re: DDA  
Invoice #12461 Summary of Charges Due

Previous Balance \$ 306.00

Payment – 11/18/13 -Thank you, No.67002 (\$ 306.00)

Services Rendered per Invoice #12461 \$ 360.00

Total Balance Due \$ 360.00

Payment – 11/18/13 -Thank you, No.67002 (\$ 306.00)

Previous Balance \$ 306.00

## **Liley Rogers & Martell, LLC**

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

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

November 27, 2013

In Reference To: DDA  
Invoice #12461

### Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
10/24/2013	JCL	Email from Patti Garcia regarding October 28 work session packet; brief review of packet; call with Kristin Cypher of C+B Designs regarding amending proposed services contract to remove indemnification provisions and include section concerning prohibition against employing of illegal aliens	0.70 120.00/hr 84.00
10/29/2013	JCL	Lengthy email to Kristin Cypher of C+ B Designs describing requested changes and inclusions to services contract; email to and from Patti Garcia regarding update on facade improvement program	0.60 120.00/hr 72.00
11/4/2013	JCL	Email from Patti Garcia regarding review of draft facade improvement application; review draft application	0.20 120.00/hr 24.00
11/7/2013	JCL	Email to and from Kristin Cypher of C+B Designs regarding status update on revisions to services contract	0.10 120.00/hr 12.00
11/8/2013	JCL	Email to and from Kristin Cypher of C+B Designs regarding her review and approval of proposed changes to services contract	0.10 120.00/hr 12.00
11/13/2013	JCL	Email from and to Patti Garcia regarding status update on revisions to agreement with C+B Designs	0.10 120.00/hr 12.00
11/14/2013	JCL	Email from Patti Garcia regarding review of Colorado special districts insurance pool application, resolution and policy terms; email to and from Patti regarding Board consideration of facade application and program terms	0.80 120.00/hr 96.00
11/15/2013	JCL	Email from Patti Garcia regarding Board packet for November 20 Board meeting; review of packet; call with Patti regarding monthly status check	0.40 120.00/hr 48.00

	<u>Amount</u>
Subtotal of charges	<u>\$360.00</u>
For professional services rendered	\$360.00
Balance due	<u><u>\$360.00</u></u>



Volume 1, Issue 11 November 2013

## Windsor DDA Revenue

Windsor Downtown  
Development  
Authority

Windsor DDA Revenue			
Summary November 30, 2013	Collections	Budget	% of Budget
Property Tax Mill Levy	\$4,430	\$4,006	110.58%
Incremental Property Tax	\$16,496	\$16,603	99.36%
Interest	\$32	\$250	12.80%
Town of Windsor Funding	\$229,167	\$250,000	91.67%
<b>Total</b>	<b>\$250,125</b>	<b>\$270,859</b>	<b>92.35%</b>

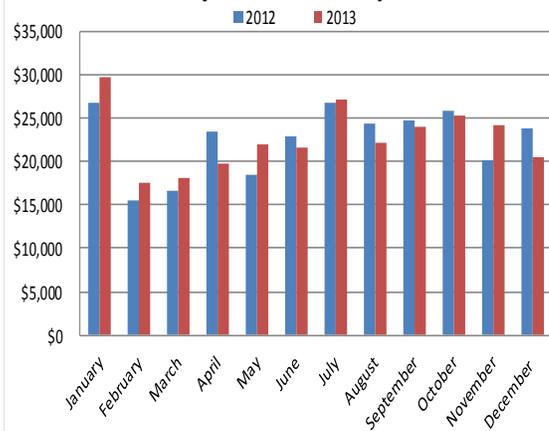
### Special points of interest:

- Year to date sales tax collections through December 2013 totaled \$271,689. This was \$2,474 above the 2012 collection of \$269,215.
- December 2013 sales tax collections were roughly \$3,300 below December 2012 collections.
- Revenue is where we expect it to be after November at 92.35%.

## Windsor DDA Expenditures

Windsor DDA Expenditures			
Summary November 30, 2013	Expenditures	Budget	% of Budget
<b>Operations</b>			
Office Supplies	\$347	\$300	115.62%
Public Relations/Advertising	\$18,118	\$25,000	72.47%
Board Development	\$0	\$1,000	0.00%
Dues/Fees/Subscriptions	\$2,698	\$500	539.60%
Travel/Mileage	\$0	\$100	0.00%
Legal Services	\$3,726	\$10,000	37.26%
Contract Services	\$7,339	\$20,000	36.70%
Publishing/Recording	\$13	\$300	4.33%
Printing/Binding	\$73	\$500	14.60%
Study Review/Consultant	\$0	\$5,000	0.00%
Administrative Transfer	\$18,333	\$20,000	91.67%
<b>Operations Total</b>	<b>\$50,647</b>	<b>\$82,700</b>	<b>61.24%</b>
<b>Capital</b>			
Site Improvements	\$116,335	\$116,752	99.64%
Buildings & Structures	\$2,848	\$116,752	2.44%
<b>Capital Total</b>	<b>\$119,183</b>	<b>\$233,504</b>	<b>51.04%</b>
<b>Grand Total</b>	<b>\$169,830</b>	<b>\$316,204</b>	<b>53.71%</b>

### Monthly Sales Tax Comparison



## Windsor Downtown Development Authority

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

**Were 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  
Dean Koehler — Dean@windsordda.com  
Jason Shaeffer — Jason@windsordda.com  
Sean Pike — Sean@windsordda.com  
Kristie Melendez, TOW Board Liaison — Kristie@windsordda.com

Term: April 2017  
Term: April 2014  
Term: April 2014  
Term: April 2017  
Term: April 2016  
Term: April 2016



## Windsor Downtown Development Authority

P.O. Box 381 Windsor, CO 80550

<http://www.windsordda.com>

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DDA Regular/Committee meetings are at Town Hall, 1<sup>st</sup> floor conference room at 7:30 am unless otherwise notified.

Beautification Committee	1 <sup>st</sup> Wednesday of each month at 7:30 a.m.
Parking Committee	2 <sup>nd</sup> Wednesday of each month at 7:30 a.m.
Regular Meeting	3 <sup>rd</sup> Wednesday of each month at 7:30 a.m.
Marketing Committee	4 <sup>th</sup> Wednesday of each month at 7:30 a.m.

January 1	Beautification Committee - Cancelled
January 8	Parking Committee
January 15	Regular Meeting & Work Session
January 22	Marketing Committee

February 5	Beautification Committee
February 12	Parking Committee
February 19	Regular Meeting
February 26	Marketing Committee

March 5	Beautification Committee
March 12	Parking Committee
March 19	Regular Meeting
March 26	Marketing Committee

April 2	Beautification Committee
April 9	Parking Committee
April 16	Regular Meeting
April 23	Marketing Committee

May 7	Beautification Committee
May 14	Parking Committee
May 21	Regular Meeting
May 28	Marketing Committee

June 4	Beautification Committee
June 11	Parking Committee
June 18	Regular Meeting
June 25	Marketing Committee

July 2	Beautification Committee
July 9	Parking Committee
July 16	Regular Meeting
July 23	Marketing Committee



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August 6	Beautification Committee
August 13	Parking Committee
August 20	Regular Meeting
August 27	Marketing Committee
September 3	Beautification Committee
September 10	Parking Committee
September 17	Regular Meeting
September 24	Marketing Committee
October 1	Beautification Committee
October 8	Parking Committee
October 15	Regular Meeting
October 22	Marketing Committee
November 5	Beautification Committee
November 12	Parking Committee
November 19	Regular Meeting
November 26	Marketing Committee
December 3	Beautification Committee
December 10	Parking Committee
December 17	Regular Meeting
December 24	Marketing Committee