



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

August 20, 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 July 29, 2014 Board of Directors Meeting – M. Walter
- F. Report of Bills & Financial Report – P. Garcia
- G. Outside Agency Fund Request – Breastfriends Footsteps to Hope
- H. Contracting policies – use of Town’s form contract for future DDA contracts – J. Liley, P. Garcia
- I. Presentation of Draft Town of Windsor Strategic Plan – K. Melendez
- J. Report from Sub-Committees
 - 1. Marketing Committee
 - Farmer’s Market
 - Salsa on 5th
 - 2. Beautification Committee
 - 3. Parking Committee
- K. Communications
 - 2015 Budget calendar
 - Board meeting date change in September to September 24, 2014
 - Downtown Colorado Inc – Annual conference scheduled for September 9-12, Fort Collins, CO
- L. Adjourn



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BOARD OF DIRECTORS MEETING

July 29, 2014 – 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
Jason Schaeffer

Also present:

Town Clerk	Patti Garcia
Management Assistant	Kelly Unger
Customer Service Supervisor	Megan Walter
Director of Planning	Joe Plummer
Associate Planner	Josh Olhava
Director of Parks, Rec, Culture	Melissa Chew
Manager of Art & Heritage	Andrew Dunehoo

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment; there was none 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

Secretary/Treasurer Peterson motioned to approve the agenda as presented; Board member Schaeffer seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer
Nays - None. Motion carried.**

E. Approval of Minutes from the June 29, 2014 Board of Directors Meeting – M. Walter

Board member Melendez motioned to approve the Minutes as presented; Secretary/Treasurer Peterson seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer
Nays - None. Motion carried.**

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

Town Clerk Garcia presented the report of bills and financial report and offered to answer any questions.

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, Schaeffer
Nays - None. Motion carried.**



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G. Historic Mill Feasibility Study update - Chris Holtkamp, Holtkamp Planning; Jay Corder, Jay Corder Architecture; John Puhr, Root Architecture; Chris Kendall, KL&A

Chris Holtkamp, Jay Corder, and John Puhr presented the board with an update to the Historic Mill Feasibility Study. Commercial and residential pros and cons were gathered by the group and can be discussed at the public meeting. A color bound concept plan was handed out to show an overview of three schemes that will be discussed in more detail at the public meeting. These schemes were developed based on concepts discussed with town staff, property owners and demographics of Windsor and the Downtown area

- Scheme A includes a brewery, restaurant, retail shops, with a lobby area for artwork display, and several small residential units.
- Scheme B includes a bar/lounge, walkway through the entire building, restaurant or café/ice cream shop, art gallery, and office space.
- Scheme C includes billiards hall, bar, outdoor event space with amphitheater, restaurant, live/work units, artwork gallery, and grocery area.

Board discussed the three schemes and Mr. Holtkamp, Corder and Puhr offered to answer any additional questions regarding the schemes or public meeting.

H. Discussion of Downtown Corridor Plan – Joe Plummer, Director of Planning

At the April 16, 2014 meeting and relative to the enclosed letter from Chairman Winter, the Board of Directors discussed the following elements of the Downtown Corridor Plan (DCP)

I. Bicycle Racks:

- a. Whether the nine (9) bicycle racks that are currently downtown are sufficient;
- b. Whether some of the current bicycle racks should be replaced with new ones;
- c. Bicycle racks should be placed adjacent to buildings but should not be visible from public streets; and
- d. The desired locations for bicycle racks.

Staff analysis:

Items a. and b.: These appear to be logistical and policy determinations to be made by the DDA.

Items c. and d.: These are addressed below, with proposed changes to the DCP shown in red and deletions shown with strike-through lines. Any proposed changes to the DCP need to be reviewed by the Planning Commission and approved by the Town Board.

1. Bicycle parking shall be provided at ~~each building~~ **strategic locations in the downtown area. Prior to installation or relocation of bicycle racks, all such locations shall be reviewed by the Town's Director of Engineering and approved by the Downtown Development Authority Board. (+)** ~~Bicycle parking shall be provided in an amount equal to 5% of the total amount of vehicular parking. In no case should there be less than one bicycle rack per building. (+)~~

2. Bicycle parking should be located in an area **close by, but not** adjacent to, building



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entries. The parking should not be located such that it interferes with pedestrian walkways. (+) ~~Parking should be visible from the building but, preferably not from adjacent streets. (+)~~

3. Bicycle racks shall be used that are durable and provide a secure support and opportunity for locking. All bicycle racks shall be compatible with the streetscape theme of the Downtown Corridor area. (+)

4. Bicycle paths should be encouraged to connect from Lake Windsor to Main Street

II. Streetscape Amenities:

- a. Implementation of a program to make the downtown more attractive and appealing to encourage visitors and shoppers to come downtown;
- b. The use of stationary planter boxes and hanging planters; and
- c. Opportunities for outdoor café seating and pedestrian spaces.

Staff analysis:

Item a.: This appears to be a marketing determination to be made by the DDA.

Items b. and c.: As shown in the enclosed list of amenities, these pedestrian amenities are currently addressed in the DCP. As such, this appears to be an implementation determination to be made by the DDA.

III. Directional Signage:

Implement a sign program to direct visitors and shoppers to the downtown district.

Staff analysis:

Staff is currently researching this concept; any changes need to be reviewed in relation to the sign code and any changes to the sign code need to be reviewed by the Planning Commission and approved by the Town Board.

Secretary/Treasurer Peterson motioned to approve the changes of the Downtown Corridor Plan that were presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nays - None. Motion carried.

I. Presentation from Parks, Recreation, Culture – Melissa Chew, Director of Parks, Recreation & Culture

Ms. Chew informed the board that the process has been completed with Xcel Energy to have the banners hang from the telephone poles on Main Street and let them know the schedule for changing those out. The Town of Windsor would be interested in letting the DDA use some of the banners on poles between 6th and 4th Street for DDA marketing.

Ms. Chew also educated the board about the Main Mile Program in Windsor and provided them with a brochure for reference. Town of Windsor Parks, Recreation, and Culture department is looking at using an etched granite slab to show the path of the Main Mile. She questioned the



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board if they would be interested in participating in this project once it gets going in the coming years.

Mr. Andrew Dunehoo was also introduced as the new Manager of Art & Heritage.

J. Joint dumpster/enclosure on DDA property – process for consideration – P. Garcia

At the June 25, 2014 DDA meeting, the Board discussed the idea of having a joint dumpster/trash enclosure in the DDA area which would be used primarily for food service businesses. The DDA board had requested that staff research this idea.

Ms. Garcia informed the board that the current use of the proposed area is a parking lot and is in the Central Business zoning district. A temporary change of use would require a Conditional Use Grant (CUG) application which would need to go before the Planning Commission and the Town Board for consideration

If this would be a permanent use, the Municipal Code requires site plan approval of uses in the Central Business zoning district which would require drawings of architectural quality be prepared by a person skilled in the preparation of those types of plans.

Both the CUG and Site Plan would require the trash enclosure to be fully screened from adjacent public streets which would need to be done through construction of durable screen walls and landscaping and be compatible to the surrounding buildings. There may be existing trash facilities that pre-date the Downtown Corridor Plan, however, any new trash facilities are required to be site planned.

Vice President Dan Stauss stated he would contact Nana Bee's to see about combing their trash services and have Waste Management make an additional pickup during the week. He would get back to the board with the outcome.

K. Website & Social Media Administration – P. Garcia

Earlier this year, the DDA invested in the creation of a new and more robust website. After review of the time required to keep the website and social media efforts up to date, staff is recommending that this effort be outsourced.

Kailee Melendez has submitted an Executive Summary for Website and Social Media Management for the board to review. This contract would place her as an independent contractor and perform the duties of content manager for the Windsor DDA website and social media pages. She has worked the back end of the website during the latest conversion and is aware of the DDA's efforts to keep the citizens and businesses informed about what is happening in the DDA area. The cost of the six month contract would be \$600.

Ms. Garcia had Josh Liley review this contact which he agreed would be fine for the six months, but after that a formal RFP process needs to happen.

Secretary/Treasurer Peterson motioned to approve the contract for Kailee Melendez to maintain the website and social media. Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

**Yeas - Winter, Stauss, Petersen, Melendez, Koehler, Pike, Schaeffer
Nayes - None. Motion carried.**



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L. Report from Sub-Committees

1. Marketing Committee

- i. Farmer's Market – scheduling of DDA booth attendees/responsibilities
 - a. DDA members will be at the farmers market for the first and last market.
- ii. Salsa on 5th Update –
 - a. Board member Melendez updated board on the budget, which is a little over budget. She is still thinking Taco Johns is going to purchase a sponsorships which will put the event back in budget.
 - b. DDA will have a booth and will hand out flyers and water.
 - c. Ms. Garcia needed a board member to take a notice around to local business around the Salsa on 5th area to notify them of street closures and blockades. Board member Pike agreed to take the form around to local businesses.

2. Beautification Committee

- i. Mr. Olhava informed the board that the gas meter painting project with the high school is on hold. Xcel Energy has formally stated they do not support covering or painting the meters. He is going to continue to work with the high school and Xcel to brainstorm other ideas that will work.

3. Parking Committee

- i. No information was presented.

M. Communications

1. Town Hall Meeting at 6 p.m. in Town Board Chambers – Feasibility Study Presentation
Ms. Garcia reminded board of the Feasibility Study Presentation in the Town Board Chambers at 6 p.m.
2. Downtown Colorado Inc – Annual conference scheduled for September 9-12, Fort Collins, CO.
Ms. Garcia will register all board members to attend the Downtown Colorado, Inc. conference.

N. Adjourn

Secretary/Treasurer Peterson motioned to adjourn the meeting; Board member Koehler seconded the motion. Roll call on the vote resulted as follows:

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

Nays - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor



Volume 2, Issue 6 June 2014

Windsor DDA Revenue

Windsor DDA Revenue Summary June 30, 2014	Collections	Budget	% of Budget
Property Tax Mill Levy	\$6,675	\$7,712	86.55%
Incremental Property Tax	\$12,477	\$16,052	77.73%
Interest	\$2	\$5	40.00%
Contributions/Sponsorships	\$0	\$0	-
Town of Windsor Funding	\$132,293	\$265,000	49.92%
Total	\$151,447	\$288,769	52.45%

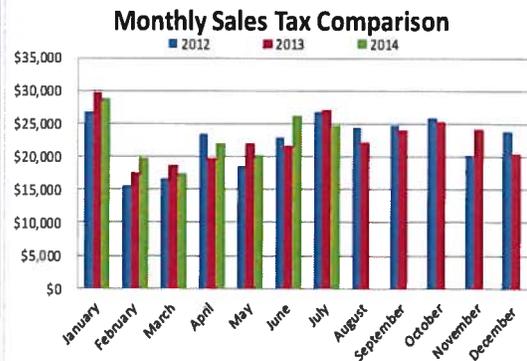
Windsor Downtown
Development
Authority

Special points of interest:

- June 2014 collections were \$4,614 above June 2013 collections. July 2014 sales tax collections were \$2,413 below July 2013 collections.
- Revenue is ahead of budgeted collections at the end of June 2014 at 52.45%, as we should see 50% of revenue through the first six months of the year.
- 2014 expenditures are under the six month benchmark with only 15.97% of the budget expended.

Windsor DDA Expenditures

Windsor DDA Expenditures Summary June 30, 2014	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$0	\$200	0.00%
Public Relations/Advertising	\$2,488	\$25,000	9.95%
Board Development	\$0	\$3,200	0.00%
Dues/Fees/Subscriptions	\$120	\$770	15.58%
Travel/Mileage	\$0	\$100	0.00%
Liability Insurance	\$1,724	\$1,297	132.92%
Legal Services	\$3,746	\$10,000	37.46%
Contract Services	\$1,953	\$20,000	9.77%
Postage	\$159	\$350	45.43%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$7,422	\$20,000	37.11%
County Treasurer Fees	\$283	\$300	94.33%
Miscellaneous	\$529	\$700	75.57%
Façade Program	\$0	\$100,000	0.00%
Administrative Transfer	\$10,000	\$20,000	50.00%
Operations Total	\$28,424	\$202,417	14.04%
Capital			
Site Improvements	\$7,104	\$20,000	35.52%
Capital Total	\$7,104	\$20,000	35.52%
Grand Total	\$35,528	\$222,417	15.97%



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

Downtown Development Authority

REPORT OF BILLS

07/05-08/08/2014

At the regular meeting of the Downtown Development Authority,
Colorado, held in the Windsor Town Hall Board Room on August 20, 2014
the following claims were presented, examined, and approved by the DDA

VENDOR	DESCRIPTION	INVOICE #	AMOUNT
K&W Printing	DDA Banners	1400373	\$ 1,060.00
Liley, Rogers and Martell	legal services May & June 2014	12587,12607	\$ 1,712.00
Vista Works	website hosting	9329	\$ 4,189.80
Colorado Special Districts Property & Liab membership		2014	\$ 282.59
Weld County Treasurer	property tax Vacant lot collected 2013	R1410586	\$ 169.06
Senor Jalepenos	Food for Business before hours	60075	\$ 100.00
Larimer County Solid Waste	DDA parking lot millings	63014	\$ 1,461.60
Holtkamp Planning	feasibility study	2	\$ 3,143.22
TOTAL DISBURSEMENT REQUEST			<u>\$ 12,118.27</u>
TOTAL			<u>\$ 12,118.27</u>



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

Finance Department
Vendor # 10 3548
Obligation #

PAYMENT REQUEST

INVOICE NUMBER: 1400373	
VENDOR: K&W Printing	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS: 212 Main Street Windsor, CO 80550	
Phone:	
Fax:	DDA EVIDENCE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
6/30/14	Patti Garcia		P Garcia <i>PG</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		DDA Banners	1060.00
				TOTAL	\$1,060.00



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

Finance Department	
Vendor #	106299
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 12587	
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
5/05/2014	Patti Garcia		P Garcia <i>P.G.</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services – May 2014	1,165.00
TOTAL					\$1,165.00

Liley Rogers & Martell, LLC
300 South Howes Street
Fort Collins, CO 80521

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

July 2, 2014

Re: DDA

Previous Balance	\$ 564.00
Payment – 5/19/2014 -Thank you, No.68811	(\$ 564.00)
Services Rendered through May 31 per Invoice #12587	<u>\$ 1,165.00</u>
Total Balance Due	<u>\$ 1,165.00</u>



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

Finance Department	
Vendor #	106299
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 12607	
VENDOR: Liley Rogers & Martell LLC	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 300 South Howes Street Fort Collins, CO 80521	
Phone:	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/08/2014	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services – 5/21-6/20/2014	547.00
TOTAL					\$ 547.00

Liley Rogers & Martell, LLC

300 South Howes Street
Fort Collins, CO 80521

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

July 8, 2014

Re: DDA

Previous Balance (Bill sent 7/2 for 4/21-5/27 Services) \$ 1,165.00

Services Rendered 5/21- 6/20- Invoice 12607 enclosed \$ 547.00

Total Balance Due to date \$ 1,712.00



PO Box 4629
Buena Vista, CO 81211

Invoice

Date	Invoice #
6/16/2014	9329

Bill To:
Windsor Downtown Development Kristie Melendez

P.O. No.	Terms	Customer ID	Page

Quantity	Description	Rate	Amount
1	Website Design and Development – Payment 2 of 2 - \$2,500	2,500.00	2,500.00
1	Website Hosting annual	240.00	240.00
1	Domain Transfer - Godowntownwindsor.com	24.95	24.95
1	Domain Transfer - Visitdowntownwindsor.com	24.95	24.95
1	Domain Transfer - Windsordda.com	24.95	24.95
1	Domain Transfer - Windsordda.com	24.95	24.95
1	Website Maintenance and Support annual	1,200.00	1,200.00
1	Content and Data Entry	150.00	150.00
	Sales Tax	7.40%	0.00

Total	\$4,189.80
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If you have a Recurring Credit Card Charge Agreement with VistaWorks, and want to pay via CC. simply return this invoice marked clearly, "Pay with my Credit Card"

Phone #	Fax #	E-mail
(719) 395-5700	(719) 395-5795	receipts @ vistaworks.net

District Dues Calculation

Budgeted Expenditures	222147
Exclusions: Debt Service	20000
Exclusions: Lease Purchase Agreements	0
Capital Outlay	20000
Pool Member	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Inactive Membership	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Update your membership profile.



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

Finance Department	
Vendor #	100807
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: R1415086 R1410584	
VENDOR: Weld County Treasurer	
DBA: (IF OTHER THAN VENDOR)	
ADDRESS: PO Box 458 Greeley, CO 80632-0458	
Phone:	
Fax:	DD EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/23/14	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6269		Property tax on Vacant Lot property collected in 2013	169.06
				TOTAL	\$ 169.06

Account Number: R1410586

Parcel: 080716300003

Lien ID:

Assessed To:

HOUSEHOLDER MICHAEL
455 PELICAN CV
WINDSOR, CO 80550-6125

Weld County Treasurer

John R. Lefebvre, Jr.

PO Box 458

Greeley, CO 80632-0458

Phone: 970-353-3845

ext. 3290

Legal Description		Situs Address			
WIN 22776 PT OF CB&Q RR R/W BEG AT PT 51.3'N OF SE COR BLK5 NWLY 200' N61.88' SELY 200' S61.88' TO BEG		418 ASH ST WINDSOR			
Year	Charges	Interest	Penalty	Payments	Balance
2013	\$164.28	\$4.78	-	-	\$169.06
Grand Total Due as of 07/31/2014					\$169.06

TO AVOID ADDITIONAL INTEREST AND PENALTIES YOUR PAYMENT MUST BE RECEIVED IN OUR OFFICE OR PAID ONLINE BY JULY 31, 2014 AT WWW.WELDTAX.COM. FOR QUESTIONS OR PAYMENTS AFTER JULY 31st PLEASE CALL 970-353-3845 OR 720-552-4267.

CERTIFIED FUNDS ARE REQUIRED FOR PRIOR YEAR TAX PAYMENTS.

IF THE TAX IS NOT PAID BY SEPTEMBER 1, 2014, THE DELINQUENT TAXES WILL BE ADVERTISED, IN ANTICIPATION OF TAKING THE DELINQUENT REAL PROPERTY TAXES TO A TAX LIEN SALE ON OCTOBER 31, 2014.

DELINQUENT PERSONAL PROPERTY ACCOUNTS AND LEASEHOLD INTEREST ACCOUNTS ARE SUBJECT TO DISTRAINT, SEIZURE, AND SALE AFTER OCTOBER 1, 2014.

PROPERTIES IN BANKRUPTCY - THIS NOTICE IS FOR YOUR INFORMATION ONLY, IT IS NOT A DEMAND FOR PAYMENT.



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

106364

PURCHASE ORDER

The Purchase Order Number listed below must appear on all related correspondence, shipping papers, and invoices.

- 1 - VENDOR COPY
- 2 - DEPARTMENT
- 3 - ACCTG CONTROL

VENDOR Larimer County Solid Waste	SHIP TO: Town of Windsor - Finance Dept
DBA:	
ADDRESS	

P.O. Date		P.O. #		Requisitioner		Shipped VIA		F.O.B. POINT		TERMS	
06/06/14		060614-002		Coby Shurleff							
Line	Fund	Dept	Function	Proj	Description/Stock NBR	Unit	Qty	Unit Price	TOTAL		
1	19	486	6242		DDA Parking lot millings				1,124.99		
2					IN# 063014						
3											
4											
5									DDA EXPENSE		
6											
7											
8											
9											
10											

1. Please send two copies of your invoice whenever possible.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify the requisitioner immediately if you are unable to ship as specified.
4. Send all invoices to:

SUBTOTAL	1,124.99
SALES TAX	EXEMPT
SHIPPING/HANDLING	
OTHER	
TOTAL	1,124.99

1,461.60 *PS*

TOWN OF WINDSOR
ATTN: ACCOUNTS PAYABLE
301 WALNUT STREET
WINDSOR, CO 80550

8/6/14

Authorized by _____ Date _____

Received by _____ Date *8/6/14*

Larimer County, CO
 LARIMER COUNTY SOLID WASTE
 5887 S. TAFT HILL ROAD
 FORT COLLINS, CO 80526
 (970) 498-5764

** STATEMENT **
 06/30/2014

003398
 TOWN OF WINDSOR
 PUBLIC WORKS
 301 WALNUT STREET
 WINDSOR CO 80550

Page 1

Balance Due: 1461.60

Amount Paid: _____

Date	Ticket	Vehicle	Reference	Description	Qty	Amount
05/31/14				Balance Forward		0.00
06/24/14	01-00568322	A160		COMMERCIAL LOOSE	-10.00	-55.50
06/24/14	01-00568323	A109		COMMERCIAL LOOSE	-10.00	-55.50
06/24/14	01-00568324	A153		COMMERCIAL LOOSE	-10.00	-55.50
06/24/14	01-00568325	A67		COMMERCIAL LOOSE	-10.00	-55.50
06/24/14	01-00568326	A67		Medium Tires, Each	-2.00	-11.70
06/24/14	01-00568327	A160	CORR484275	RUBBLE COMMERCIAL	10.00	89.50
06/24/14	01-00568328	A109	CORR484377	RUBBLE COMMERCIAL	10.00	89.50
06/24/14	01-00568329	A153	CORR484493	RUBBLE COMMERCIAL	10.00	89.50
06/24/14	01-00568330	A67	CORR484651	RUBBLE COMMERCIAL	10.00	89.50
06/24/14	01-00568330	A67	CORR484651	Medium Tires, Each	2.00	11.70
06/24/14	05-00484266	B88	TRK 43	RIP RAP/FILL DIRT	12.00	107.40
06/24/14	05-00484275	A160		COMMERCIAL LOOSE	10.00	55.50
06/24/14	05-00484374	A98		RUBBLE COMMERCIAL	12.00	107.40
06/24/14	05-00484377	A109		COMMERCIAL LOOSE	10.00	55.50
06/24/14	05-00484479	A23		RUBBLE COMMERCIAL	11.00	98.45
06/24/14	05-00484493	A153		COMMERCIAL LOOSE	10.00	55.50
06/24/14	05-00484640	A43		RIP RAP/FILL DIRT	10.00	89.50
06/24/14	05-00484651	A67		COMMERCIAL LOOSE	10.00	55.50
06/24/14	05-00484651	A67		Medium Tires, Each	2.00	11.70
06/25/14	05-00484845	B39		RIP RAP/FILL DIRT	12.00	107.40
06/25/14	05-00484920	A143		RIP RAP/FILL DIRT	10.00	89.50
06/26/14	01-00568576	A152		COMMERCIAL LOOSE	-10.00	-55.50
06/26/14	01-00568583	A152	CORR485456	RUBBLE COMMERCIAL	10.00	89.50
06/26/14	05-00485453	B13		RIP RAP/FILL DIRT	12.00	107.40

Larimer County, CO
 LARIMER COUNTY SOLID WASTE
 5887 S. TAFT HILL ROAD
 FORT COLLINS, CO 80526
 (970) 498-5764

** STATEMENT **
 06/30/2014

003398
 TOWN OF WINDSOR
 PUBLIC WORKS
 301 WALNUT STREET
 WINDSOR CO 80550

Page 2

Balance Due: 1461.60

Amount Paid: _____

Date	Ticket	Vehicle	Reference	Description	Qty	Amount
06/26/14	05-00485456	A152		COMMERCIAL LOOSE	10.00	55.50
06/26/14	05-00485537	A50		RUBBLE COMMERCIAL	12.00	107.40
06/26/14	05-00485538	A59		RUBBLE COMMERCIAL	10.00	89.50
06/26/14	05-00485639	A64		RUBBLE COMMERCIAL	11.00	98.45

Balance Due						1461.60
Current charges						1461.60

This statement includes charges and payments through 06/30/14
 THANK YOU FOR YOUR CONTINUED PATIENCE DURING PERIODS
 OF HIGH TRAFFIC VOLUME!

1 - 30	31 - 60	61 - 90	OVER 90	AMOUNT DUE
1461.60	0.00	0.00	0.00	1461.60



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

Finance Department
Vendor # 107045
Obligation #

PAYMENT REQUEST

INVOICE NUMBER: Invoice 2	
VENDOR: Holtkamp Planning	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS: 8402A Tallwood Drive Austin, TX 78759	
Phone:	
Fax:	

DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
7/4/2014	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6253		Feaibility Study	3,143.22
				TOTAL	\$3,143.22

July 24, 2014
Windsor Mill Redevelopment Feasibility
Invoice 2: Kick Off Expenses

Holtkamp Planning

8402A Tallwood Dr
Austin, TX 78759
Phone: 512-217-0173
Email: choltkamp@austin.rr.com
www.holtkampplanning.com

TO:
Windsor Downtown Development Authority
301 Walnut St
Windsor, CO 80550
Phone 970-674-2400

SHIP TO:
Holtkamp Planning
8402A Tallwood Dr
Austin, TX 78759
Phone: 512-217-0173
Email: choltkamp@austin.rr.com
www.holtkampplanning.com

Description	Price	Total
Travel		
Air Fare – John Puhr	\$402.00	
Mileage – Jay Corder	\$924.00 (1,650 @ \$.56 / mile)	\$1,433.22
Car Rental – John Puhr	\$97.22	
Lodging		\$1,350
3 Nights x 3 Team Members	\$150.00 / night	
Dining		\$351.00
3 Days x 3 Team Members	\$39.00 / Day	
	Total Due:	\$3,134.22

Make all checks payable to **CHRIS HOLTkamp, AICP**
THANK YOU FOR YOUR BUSINESS!



Town of Windsor
 Town Hall
 301 Walnut Street
 Windsor, CO 80550
 Phone: 970-674-2400 | Fax: 970-686-7180
www.windsorgov.com

SPECIAL EVENT APPLICATION

PUBLIC EVENTS MUST COMPLY WITH THE SPECIAL EVENT REQUIREMENTS.

Today's Date: March 7, 2014

JUL 28 2014

PARK LOCATION REQUESTED: Windsor Lake - Sidewalk Trail

- Park: _____
 Sidewalk Street: _____
 Trail Other: _____

Date(s) Requested: September 20, 2014 Circle Day of the Week: M T W T H F SA SU

Set-up Date/Time Requested: Beginning: 5:30 a.m. (a.m. p.m.) Ending: 3:00 p.m. (a.m. p.m.)

Actual Event Date/Time Requested: Beginning 5:30 a.m. (a.m. p.m.) Ending 3:00 p.m. (a.m. p.m.)

Event Name: "Footsteps to Hope" Cancer Walk / 5K

Organizer Name: Breast Friends Cancer Support Group Foundation

Organizer Address: P.O. Box 294

City: Windsor State: CO Zip Code: 80550

Day Phone: 970-482-2059 Evening Phone: 970-482-2059 Cell Phone: 970-302-4360
Angela c. 970-281-2135
 Deb c.

Email: breastfriends@outlook.com

Contact Person on Call during Event: Angela Dimichele

Contact's cell phone number: 970-281-2135

Approximate Number Attendees: 200 Approximate Number of Staff 20

Event Components			
Please mark all items that apply to your event and provide details (* CGL Insurance Required)			
<input type="checkbox"/> Alcohol*	<input checked="" type="checkbox"/> Dance or Drama	<input type="checkbox"/> Fireworks*	<input type="checkbox"/> Satellite
<input checked="" type="checkbox"/> Amplified Sound	<input checked="" type="checkbox"/> Drawing or Raffle	<input checked="" type="checkbox"/> Food	<input checked="" type="checkbox"/> Sporting Event
<input type="checkbox"/> Animals*	<input type="checkbox"/> Dunk Tanks*	<input checked="" type="checkbox"/> Distribution/Sales	<input checked="" type="checkbox"/> Stage*
<input type="checkbox"/> Bicycling	<input checked="" type="checkbox"/> Electricity/Generator	<input checked="" type="checkbox"/> Helium Balloons	<input type="checkbox"/> Stakes (longer than 12")
<input type="checkbox"/> Bleachers	<input checked="" type="checkbox"/> Entertainers (clowns, etc.)	<input type="checkbox"/> Marching Bands	<input checked="" type="checkbox"/> Tables/Chairs
<input type="checkbox"/> Boats*	<input checked="" type="checkbox"/> Exhibits or Displays	<input type="checkbox"/> Parade Floats	<input checked="" type="checkbox"/> Tents
<input type="checkbox"/> Carnival Rides*	<input type="checkbox"/> Fencing/Scaffolding	<input type="checkbox"/> Public Address System	<input type="checkbox"/> Theater
<input type="checkbox"/> Caterer	<input type="checkbox"/> Festival	<input type="checkbox"/> Rally/Protest	<input checked="" type="checkbox"/> Vehicles*
<input type="checkbox"/> Company Picnic	<input checked="" type="checkbox"/> Filming – Video	<input type="checkbox"/> Parking/Shuttle	<input checked="" type="checkbox"/> Vendors
<input type="checkbox"/> Concert/Live Music	<input checked="" type="checkbox"/> Filming – Photography	<input checked="" type="checkbox"/> Race (timed event)	<input type="checkbox"/> Other:
<input type="checkbox"/> Cooking/Barbeque	<input type="checkbox"/> Inflatable Toys (i.e. bounce house)*	<input checked="" type="checkbox"/> Run (non-timed event)	<u>Hot Air Balloons on vehicles</u>

1. Is this event public or private (invitation only)? public

2. Will there be an admission fee charged for this event? Yes X No _____

3. Will vendors be selling any items? Yes _____ No X

A Colorado state sales tax license and a Town of Windsor special event sales tax license are required.

4. Will there be amplified sound at your event? Yes X No _____

Please note: Event organizer must abide by the Town of Windsor Noise Ordinance.

5. Will there be food vendors and/or catering at the event? Yes X No _____

Food vendors must have a Temporary Retail Food Establishment license or a Mobile Retail Food License from the Weld County Department of Public Health and Environment.

Name & Contact Information of Caterer:

to be determined

6. Will you have tents? Yes X No _____ Any tents larger than 20x30? Yes _____ No X

If yes, a tent permit is required by the Fire Department.

7. Will there be stakes longer than 12"? Yes _____ No X

If you plan to use ground stakes 12" or longer in any park, line locates will be required, so the irrigation systems are not damaged.

8. I anticipate the need for vehicle access to allow for set-up and take down: Yes _____ No X
Time _____

An Authorized Vehicle Permit is required for vehicle use on trails, sidewalks, grass, etc.

(Vehicle access includes the gates opened for limited vehicles to drive in closest to event site for loading and unloading only, access not available in all park areas.)

9. Will additional security be hired? Yes _____ No X

Name and Contact information _____

10. Will additional Medical Services be hired? Yes X No _____

If Yes, name and contact information Windsor / Severance Fire Dept.

If No, someone on staff must be CPR certified must be on site.

Name and contact information of this person Warren Martin 970-381-8008

11. Will you be bringing in portable toilets Yes _____ No X How Many _____?
Please indicate placement on site map

Name of company providing these facilities _____

When will the facilities be delivered? _____

When will the facilities be picked up? _____

12. Will you be notifying neighborhoods of event? Yes X No _____

How Newspaper & Radio

13. Will you be putting up sign, banners, or other temporary advertising in any place other than in the park?

Yes _____ No X

If yes, a temporary sign permit is required. Please submit with application.

14. Will alcohol be served at your event? Yes _____ No X

If yes, a special event alcohol permit application must be submitted with this application including the fee.

Who will be serving alcohol:

Have they applied for the special events liquor license: Yes: _____ No: _____

15. Will you require any streets to be closed? Yes _____ No X

If yes, please submit the special event street closure notification form with this application.

Who will be responsible for closure and barricades of streets: _____

16. Will your event include a parade or race? Yes _____ No X
If yes, please submit the parade/race application with this application.

Do you need street closure for the parade or race? Yes _____ No X

Who will be responsible for closure and barricades of street: _____

17. Will you be using the show stage? Yes X No _____
If yes, please submit the show stage application.
Town stage.

EVENT ORGANIZER CHECKLIST

Town Partnership / Grant?

You have attached the required:

- Site Plan
- Certificate(s) of insurance (All that apply)
- Signed copy of the Special Event Requirements
- Park Fee
- Special Event Waste Management Plan

All additional applicable forms and licenses

- Parade and Race Supplement
- Event Security Supplement
- Show Stage Request Form
- Tent Permit Application (Windsor-Severance Fire Department)
- Temporary Sign Permit Application
- Special Event Alcohol Permit Application
- Special Event Street Closure Request and Notification Form
- Town of Windsor Sales Tax License Application
- Town of Windsor Sales Tax Participant Worksheet

I, the undersigned, have read and received the special event requirements, and agree to adhere to all requirements.

Debbie Martin _____ Mar 7, 2014 _____
Customer Signature Date

[Signature]

Mar 7, 2014

For office use only.

- Vehicle(s) authorized to be driven in the park.

Number of vehicles authorized _____

Mammo Vehicle in
DDA Lot.



SHOW STAGE RENTAL REQUEST

Windsor Parks and Recreation Department
Community/Recreation Center
250 N. 11th Street, Windsor CO 80550
Phone: (970) 674-3500 Fax: (970) 674-3535

In consideration of the granting of this permit, the renter, on behalf of himself/herself and all individuals using the Show Stage under the terms of this permit, agree to hold the Town of Windsor, its agents, officers and employees harmless from any claims of whatever kind or nature resulting from the use of the Show Stage. The renter agrees that it will not discriminate on the basis of disability and will comply with all requirements of the Americans with Disabilities Act in its use of the said facility.

Event Name/Organization: <u>Footsteps to Hope</u>		Activity: <u>5K + Walk</u>
Contact: <u>Debbie Martin + Angela Dimichelle</u>		
Evening Phone: <u>D. 970-482-2059</u> <u>A. 970-281-2135</u>	Day Phone: <u>same</u>	Cell Phone: <u>D. 970-302-4360</u> <u>A. 970-281-2135</u>
Mailing Address: <u>P.O. Box 294</u>		
<u>Windsor</u> (City)	<u>CO</u> (State)	<u>80524</u> (Zip Code)

Date(s) Requested Sept. 20, 2014

Location Requested Boardwalk Park

Power Pedestal and/or Electrical Cords Requested yes

Electrical Support Requested yes

Transportation outside of Windsor Town Limits NO

I have read and understand the contents of the Show Stage guidelines and policies.
I understand Windsor Parks & Recreation reserves the right to amend or revise said document.

I Debbie Martin + Angela Dimichelle, representative for the group submitting these requests have received and agree to follow the Town of Windsor Show Stage Guidelines.

Signature: Debbie Martin Date: _____

This receipt/request must be signed and filed with the Windsor Parks & Recreation Scheduling/Marketing Supervisor.

<input type="radio"/>	Proof of Insurance (1 million liability naming Town of Windsor as additionally insured)
<input type="radio"/>	Acknowledgment of Receipt of Show Stage Guidelines (signed)
<input type="radio"/>	Security Deposit (\$250.00 or 50% of rental whichever is less)
Received by: _____	
Date: _____	Time: _____

Approved _____
Denied _____
Pending _____

Authorized Signature



Special Event Waste Management Plan

rev.2013

Statement of Purpose

The Town of Windsor Colorado is committed to acting as “a good environmental steward”. Protecting both natural resources and the region’s physical beauty, the Town endeavors to practice stewardship both in its internal operations and planning with outside entities. Special Events are an important part of the local economy and are enjoyed by countless patrons. However, the Town of Windsor does recognize that they have the potential to generate large amounts of waste, recyclable and not. To cut down or eliminate the quantity of waste produced in town parks, the Town of Windsor has identified the following goals:

- To completely eliminate the use of Styrofoam within all town parks;
- To reduce the amount of waste sent to the landfill;
- To educate event organizers and vendors about alternative materials and “recycle/re-use/reduce” practices

Waste Management Plan

Events which expect 200+ attendees must provide additional trash and recycling dumpsters. Please consult with a waste management company to determine the best fit for your event. Trash cans are available at parks for use by events. Event sponsors are responsible for removing all materials from the containers to the dumpsters prior to vacating the park.

Trash Services Provider: _____ #cans/dumpsters/Size: _____

Recycling Services Provider: _____ #cans/dumpsters/Size: _____

Date/time when receptacles are delivered? _____ Picked up? _____

Not applicable (size of event does not require additional waste services)

- What efforts will your event take to reduce waste generated?

We will provide our own trash.

- What types of materials will you recycle?

- Aluminum (cans) Paper (plates, napkins, cardboard) Plastic (bottles, utensils)
 Compost (food, compostable materials)



Special Event Waste Management Plan

rev.2013

- Will all trash and recycling containers be clearly labeled?
 YES NO

 - Will staff or volunteers be available to monitor correct placement of trash and recyclables?
 YES NO
-
- Will your event commit to NOT using Styrofoam?
 YES NO

Resources

Waste Management (trash/recycling services) – 866-482-6319, www.wm.com

Gallegos Sanitation (trash/recycling services) – 970-484-5556, www.gallegossanitation.com

Clean Air Compost (compost) – 970-224-4732, www.cleanaircompost.com

Eco Ware Products (biodegradable products), www.ecowareproducts.com

Biodegradable Store (biodegradable products), www.biodegradablestore.com



Town of Windsor
Community Recreation Center
250 N. 11th Street
Windsor, CO 80550
Phone: 970-674-3500 | Fax: 970-674-3535
www.windsorgov.com

Parade & Race Supplements

Event Name: Footsteps to Hope

Event Date(s): Sept 20th 2014

Parade route must be included in event site plan sketch, including parade start and end.

Participants:

1. Name and type of motor vehicles: Chevy, Ford, Nissan, Toyota, Dodge
pick up trucks for balloonist. ATV-4-wheeler
2. Number and type of mounted animals: NONE
3. Number of pedestrians/foot racers: 500?
4. Number of bicyclists: NONE

TOTAL estimated number of participants: 500?

Live entertainment type, location, times: hot air balloons, speakers + music.
multiple community groups

As a condition of being granted the permission to hold an event deemed potentially hazardous, the applicant agrees to abide by the rules, regulations and conditions set forth. The Town reserves all police power it has with respect to the regulation and control of its right-of-way, including enforcement of the model traffic code. Any permission to use the rights-of-way shall not entitle the user to any compensation from the Town by virtue of the exercise of its police power. Conditions, surrounds and arrangements must be in accordance with the Uniform Fire Code. The Fire Marshal may modify the event plan as he deems necessary.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/28/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Renaissance Insurance Group P O Box 478 101 E Main Street Windsor, CO 80550 Erich E. Ehrlich	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Philadelphia Ins. Company		
INSURED Breast Friends Cancer Support Group Foundation, Inc. 7690 Carlson St Ft. Collins, CO 80524	INSURER B : _____	
	INSURER C : _____	
	INSURER D : _____	
	INSURER E : _____	
	INSURER F : _____	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X		PHPK8142889	09/20/2014	09/21/2014	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ N/A
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
	GEN L AGGREGATE LIMIT APPLIES PER						PRODUCTS - COMP/OP AGG	\$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY			N/A			COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (PER ACCIDENT)	\$
								\$
	UMBRELLA LIAB			N/A			EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$
		<input type="checkbox"/> CLAIMS-MADE						\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			N/A			WC STATU-TORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N/A					E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Subject to policy conditions, endorsements and exclusions.
 Town of Windsor is included as additional insured in regards to general liability.

CERTIFICATE HOLDER TOWNOFW Town of Windsor 301 Walnut Street Windsor, CO 80550	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Renaissance Insurance Group</i>

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WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: August 20, 2014
To: Downtown Development Authority Board of Directors
From: Patti Garcia, Assistant to Town Manager/Town Clerk
Re: Contracting policies – use of Town’s form contract for future DDA contracts
Item #: H.

Background / Discussion:

As the DDA enters into more contracts, Mr. Liley and Ms. Garcia discussed the importance of using standard Town of Windsor contract forms with DDA specific modifications. By using form contracts, it cuts down on legal fees, and makes it easier to review. These form contracts are also useful in more detailed federal contracts that contain comprehensive information in regards to labor, payroll and subcontractors. The topic was discussed at the May DDA meeting at which it was requested that a form contract be provided to the DDA to review before authorizing its use.

The form contract is a template for future use. There may be individual modifications made in order for the form to fit the needs and requirements of work to be performed.

Recommendation:

For DDA Board consideration

Attachments:

Contract template



Draft 2014-2016 Strategic Plan

2014-2016 Strategic Plan Timeline

During the months of July and August the Town Board will be sharing the Strategic Plan Goals and Priorities through the venues identified below; the public is invited to attend meetings and provide their comments and ideas!

- July and August – Advisory Board/Commission meetings
- July 26, 7:30 – 9:00 a.m. – Coffee with the Mayor @ The Bungalow
- August 5, 4:30-8:30 p.m. – National Night Out host locations
- August 18, 6:00 p.m. – Town Hall Meeting
- Windsor Severance Fire District
- Weld RE-4 School District
- Thompson RJ-2 School District
- Poudre School District

Additionally, Community Voice, which is an online forum through the Town of Windsor website, will be available July 15 through August 15 for citizens to communicate their ideas:

www.windsorgov.com/CommunityVoice.com

The 2014-2016 Strategic Plan has tentatively been scheduled to be presented to the Town Board on September 8, 2014 for adoption.

301 Walnut Street · Windsor, Colorado · 80550
phone 970-674-2400 · fax 970-674-2456
www.windsorgov.com

Citizens are invited to attend the Town Hall Meeting on August 18 at 6:00 p.m. to participate in the discussion of the Town of Windsor 2014-2016 Goals & Priorities. The meeting will be held at the Windsor Town Hall, 301 Walnut Street, Windsor, CO. Comments can also be provided through the Town's website at www.windsorgov.com/CommunityVoice from July 15 to August 15, 2014.

MISSION STATEMENT

The Town of Windsor strengthens community through the fiscally responsible and equitable delivery of services, support of hometown pride, and encourages resident involvement.

VISION STATEMENT

1. Windsor's hometown feel fosters an energetic community spirit and pride that makes our town a special place in Northern Colorado.
2. Windsor has a strong local economy with diverse business sectors that provide jobs and services for residents.
3. Windsor promotes quality development.
4. Windsor enjoys a friendly community with a vibrant downtown, housing opportunities, choices for leisure, cultural activities, recreation and mobility for all.
5. Windsor is a good environmental steward.

301 Walnut Street · Windsor, Colorado · 80550
phone 970-674-2400 · fax 970-674-2456
www.windsorgov.com



2014-2016 Goals & Priorities

GOAL 1: Build Community Spirit and Pride

- A. Promote safety and security
- B. Provide opportunities for residents to be involved and informed in Town governance and in community service
- C. Encourage healthy, family-friendly neighborhoods for all ages
- D. Promote a "One Windsor-One Community" philosophy
- E. Lead through stewardship of natural resources
- F. Improve appearance and aesthetics of main corridors
- G. Support Windsor's youth
- H. Encourage historic preservation

GOAL 2: Promote Windsor as a Destination

- A. Provide diverse and healthy choices in leisure, culture, and recreation
- B. Promote creative and artistic outlets

GOAL 3: Diversify, Grow, and Strengthen the Local Economy

- A. Foster business attraction tools and promote the business retention and expansion program
- B. Strengthen retail strategies for all commercial corridors
- C. Advance employment opportunities
- D. Support the Downtown Development Authority

GOAL 4: Develop and Maintain Effective Infrastructure

- A. Identify and address barriers to traffic flow
- B. Support multiple forms of alternative transportation
- C. Make street maintenance a priority
- D. Pursue water independence



MEMORANDUM

Date: August 20, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: DDA Budget Calendar
Item #: Communications

Background / Discussion:

The Windsor Town Board will be considering the 2014 budget at their meeting on November 24, 2014. Prior to that, the DDA board will need to present their proposed budget to the Town Board for review. Below is a tentative schedule for DDA budget adoption:

September 17, 2014 – DDA Regular Meeting
Budget & mill levy discussion

October 22, 2014 – DDA Regular Meeting
Consideration of 2014 DDA budget by DDA

October 27, 2014 – Town Board work session
Review of DDA budget with Town Board

November 24, 2014 – Town board meeting
Public hearing & consideration of Town of Windsor 2014 budget