



## 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

February 18, 2015 – 7:30 a.m.

301 Walnut Street, First Floor Conference Room, Windsor, CO 80550

#### Agenda

- A. Call to Order
- B. Roll Call
- C. Public Invited to be Heard
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
- E. Approval of Minutes from the January 21, 2015 Board of Directors Meeting and February 4, 2015 Special Meeting – P. Garcia
- F. Report of Bills & Financial Report – P. Garcia
- G. Report from Sub-Committees
  1. Marketing Committee
    - Farmer's Market
    - 125<sup>th</sup> Celebration – K. Unger
  2. Beautification Committee
    - Clean up of DDA owned lot – 410 Main
    - Maintenance of DDA property
    - Bike racks – purchase & placement
  3. Parking Committee
- H. Communications
- I. Adjourn



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**BOARD OF DIRECTORS MEETING**

**January 21, 2015 – 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 7:32 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/Asst to TM  
Communications/Asst to TM  
Customer Service Supervisor  
Town Manager  
Chief Planner

Patti Garcia  
Kelly Unger  
Megan Walter  
Kelly Arnold  
Scott Ballstadt

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment, to which there was none.

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

**Secretary/Treasurer Peterson motioned to approve the agenda as presented; Vice 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.**

E. Approval of Minutes from the December 17, 2014 Board of Directors Meeting – P. Garcia

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

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

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

Town Clerk Garcia presented the report of bills and financial report; she informed the board that with the new financial software and to cut down on paper, there are no longer copies of each invoice attached. If the board would like additional information on an invoice, Ms. Garcia will request from finance.

**Secretary/Treasurer Peterson motioned to approve the bills as presented; Board Member Schaeffer 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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G. Discussion of DDA-owned lots and next steps – Kristin Cypher, C+B Designs

Kristin Cypher with C+B Designs presented the board with some information on the next steps for the DDA-owned lots. She used two important pieces from the mill feasibility study to reinforce her information; retail leakage data, and population data. The leakage study gave her an idea of how much money people were spending in Windsor on eating, drinking and entertainment outside of their home. Ms. Cypher's study and ideas for the future of these lots was based on capturing the areas of eating, drinking, and entertainment outside of the home.

The population growth and demographics of that population was the other helpful piece from the mill feasibility study that went into her research. There is a high projection of population growth in the Northern Front Range from now until 2030. The younger generation is a big part of that growth and will be driving the needs of this future expansion.

Although the board would like to be a strong input on the final determination of the lots, the board determined they would like to find and hire a developer to take the lead on this project and step back after the negotiations are complete. Ms. Cypher suggested getting a group of interested developers together for a casual pre proposal meeting to present them with a packet of information on the DDA's intentions and ideas for the next steps for the lots. She warned the board that the developers probably wouldn't be keen on laying out all their ideas at the meeting but it would give the board an indication of who was interested and who to pursue at more length.

Town Manager Kelly Arnold recommended that the board get Town of Windsor's Economic Developer Stacy Johnson involved in the process. He informed the board that the Town's economic incentive program could be available for this project and would need to be presented to the developers. He also stressed to the board that they need to keep open lines of communications and involve the property owners of the lots that will eventually be the backdoor to this new development. Mr. Arnold cautioned the board that a developer may potentially look at the properties to the west that are more industrial, and question whether or not it is worth spending a large amount of money if that area wasn't going to also be redeveloped.

The board agreed the event would be held at 4 p.m. on Wednesday, February 18, 2015 at Chimney Park Bistro. The board continued to discuss a timeline and ideas for the pre proposal meeting with Ms. Cypher. The board agreed to research a few details regarding marketing, invitations, potential attendees, budget and information that will be presented. Chairman Winter suggested holding a special meeting after the DDA retreat on Wednesday, February 4, 2015 to finalize the details for the event. Ms. Cypher agreed to complete a more presentable executive summary for the event and be available for whatever else the board, or Town staff needs leading up to the event.

H. Code Enforcement in DDA area – update by Bob Winter & Sean Pike

Ms. Garcia informed board that Chief Michaels drove by lots and nothing had been done so far, he was hoping some movement would have been made by now because it needs to be completed by May. The board assumed that the lack of clean up could have been due to cold temperatures and winter weather. They requested Ms. Garcia ask Chief Michaels for a few more weeks before citing the properties. Ms. Garcia said she would try to request a few more weeks from the police department and the board agreed they would remind the property owners.

I. DDA Dashboard Maps – Sales tax collections and property valuations by block in DDA Area – P. Garcia

Ms. Garcia presented the DDA Dashboard Maps to board. These maps show the sales tax collections and the property valuation by block in the DDA area for 2012, 2013, and 2014. The board asked Ms.



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Garcia to print off new maps in a few months when the sales tax information was posted for December of 2014. She agreed and stated she would present these to the board quarterly.

### J. Report from Sub-Committees

#### 1. Marketing Committee

##### i. Farmer's Market

Ms. Garcia reported on the financials for 2013 and 2014; Gross Sales for 2013 were \$35,601 with approximately \$1,100 in sales tax. Gross Sales for 2014 were \$37,687 with approximately \$1,200 in sales tax.

Town of Windsor Special Events Coordinator Trish Chavez reached out to Carrie Shimada regarding the future of the farmers market as well as any feedback from the vendors she had, she hadn't heard back yet. Ms. Chavez and Ms. Garcia discussed once the Town knew more about where the future of the farmers market stood, it may be an option for the DDA to take over and run it. The board discussed the options and talked about the possibility of holding the market during the Thursday night summer concert series. Ms. Garcia will work on getting a list of vendors from sales tax for the marketing committee meeting to further discuss the options.

##### ii. 125<sup>th</sup> Anniversary

Kelly Unger informed the board that a lot of ideas were gathered on the 125<sup>th</sup> Anniversary Celebration. She proposed several ideas to the board on showcasing the new logo as well as some events to get people in town to celebrate Windsor's 125<sup>th</sup> Anniversary. Secretary/Treasurer Peterson suggested using the DDA lot as an area to setup some of the celebration and to let the board know how they can be of assistance. Board member Melendez requested these discussions be a part of the marketing committee and they would bring back final ideas to the entire board.

##### iii. USA Pro Challenge

Windsor was selected to be part of Stage 6 of the USA Pro Challenge on August 22, 2015. Further discussions will be coming as the event gets closer.

#### 2. Beautification Committee

No report

#### 3. Parking Committee

##### i. Report out on meeting with Carlos Hernandez, Fox Tuttle Hernandez

The Town hired Carlos Hernandez as their parking consultant. Mr. Arnold stated he is willing to assist Town and DDA with parking issues. The board and Mr. Ballstadt, Town of Windsor Chief Planner shared various parking issues and situations that are going on. Mr. Hernandez is scheduled to meet with the DDA Parking Committee in March.

### K. Communications

Ms. Garcia informed the board she had checked in with Eric Peratt on his project. He stated it was going well and moving along on schedule, testing the facility will begin in May and they plan to be open early summer. Once the project is complete, the DDA board will inspect the property and issue a check to close out the façade improvement grant.



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Ms. Garcia also checked in with Theo's Pizza. The owner stated he was still working with the insurance company and was hoping to have a finished façade improvement program application to submit to the board soon.

Ms. Garcia informed the board that Little Flower Shop was in recently to gather information regarding the façade improvement program. She answered all their questions and gave them the application documents. Ms. Garcia stated she was checking with Lucia Liley regarding how the program would work if the applicant didn't own the building.

Ms. Garcia informed the board that the reimbursement check was received from the State of Colorado for the mill feasibility study.

Board members and Chief Planner Ballstadt discussed the plat of the alley way for the DDA owned lots. Mr. Ballstadt suggested the board contact King Surveyors for a more detailed survey of the property. Secretary/Treasurer Peterson stated he would stop by King Surveyors and see what could be done and would report back to the board.

L. Adjourn

**Secretary/Treasurer Petersen motioned to adjourn the meeting at 9:30 a.m.; 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.**

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Megan Walter, Customer Service Supervisor



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### BOARD OF DIRECTORS MEETING

February 4, 2015

Immediately following DDA Retreat

522 Main Street, Windsor, CO 80550

### Minutes

A. Call to Order

Chairman Winter called the meeting to order at 11:58 a.m.

A. 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/Asst to TM  
Town Manager

Patti Garcia  
Kelly Arnold

B. Consideration of a budget for the February 18, 2015 Developer Open House

Pursuant to discussion during the DDA retreat held during the morning, the DDA Board has postponed the Developer Open House effort. Ms. Garcia will notify Kristin Cypher, C+B Designs and request that all open bills be sent to the DDA for payment.

**Board Member Koehler motioned to postpone consideration of a budget for a Developer Open House; Vice 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.**

C. Communications

None.

D. Adjourn

**Secretary/Treasurer Peterson motioned to adjourn; Vice 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.**

The meeting was adjourned at 12:01 p.m.

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Patti Garcia, Town Clerk

# Accounts Payable

## Transactions by Account

User: sswanson  
 Printed: 02/13/2015 - 2:50PM  
 Batch: 00000.00 0000



Town of Windsor  
 301 Walnut Street  
 Windsor, CO 80550  
 www.windsorgov.com

(970)674-2400  
 Mon-Fri 8am to 5pm

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
19-486-6210-000	CRAIG PETERSON	REIMBURSE PRINTING OF DDA L	02/06/2015	72108 ✓	79.78	
		Vendor Subtotal for Department:486			79.78	
19-486-6213-000	COREN PRINTING, INC.	ART WALK NOVEMBER POSTERS	12/31/2014	71746 ✓	122.00	
		Vendor Subtotal for Department:486			122.00	
19-486-6217-000	WINDSOR CHAMBER OF COMM	2015 MEMBERSHIP DUES	01/16/2015	71756	250.00	
		Vendor Subtotal for Department:486			250.00	
19-486-6246-000	COLORADO SPECIAL DISTRICT	GENERAL & PUBLIC OFFICIALS I	12/31/2014	72094 ✓	1,894.47	
		Vendor Subtotal for Department:486			1,894.47	
19-486-6252-000	LILEY, ROGERS, AND MARTELL	LEGAL SVCS JAN 2015	02/04/2015	72082 ✓	126.00	
19-486-6252-000	LILEY, ROGERS, AND MARTELL	LEGAL SVCS DEC 2014	12/31/2014	72082	216.00	
		Vendor Subtotal for Department:486			342.00	
19-486-6253-000	PITNEY BOWES	POSTAGE METER RENTAL	12/31/2014	71785	31.12	
19-486-6253-000	PITNEY BOWES	POSTAGE METER RENTAL	12/31/2014	71990	11.78	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Department:486			42.90	
		Subtotal for Fund: 19			2,731.15	
		Report Total:			2,731.15	



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

<u>Finance Department</u>	
Vendor #	107227
Obligation #	

## PAYMENT REQUEST

INVOICE NUMBER: <i>Reimboal5</i>	
VENDOR: Craig Peterson	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS: 2880 41st Avenue Greeley, CO 80634	
Phone:	<i>2015</i>
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
1/27/15	Patti Garcia		P Garcia <i>P.G.</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6210		Printing of DDA lot maps <i>reimburse</i>	79.78
				<b>POSTED</b>	
				<b>TOTAL</b>	<b>\$ 79.78</b>

*payable to Craig Petersen*

THE COPY SHOPPE  
3011 W 10TH ST #107  
GREELEY CO 80634  
970-352-6100

Merchant ID: 1601501586  
Term ID: TB44

**Sale**

VISA

XXXXXXXXXXXX2231

Entry Method: Swiped

Apprvd: Online Batch#: 000000

01/27/15 16:12:10

Inv#: 00000007 Appr Code: 027056

Total: \$ 79.78

Customer Copy

THANK YOU



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

<u>Finance Department</u>	
Vendor #	6970 <i>PAH</i>
Obligation #	1000194

## PAYMENT REQUEST

INVOICE NUMBER: 17062	
VENDOR: Coren Printing	
DBA: (IF OTHER THAN VENDOR)	
ADDRESS: 631 Birch Street, Suite A	
Windsor, CO 80550	
Phone:	<b>DDA EXPENSE</b>
Fax:	<b>2014</b>

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
11/18/14	Patti Garcia		P Garcia <i>PG</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Art Walk November Posters	122.00
<b>POSTED</b>					
<b>TOTAL</b>					<b>\$ 122.00</b>

# Coren Printing, Inc.

631 Birch Street Suite A  
Windsor, CO 80550

# Invoice

Date	Invoice #
11/18/2014	17062

Bill To
Downtown Development Authority c/o Town of Windsor 301 Walnut Street Windsor, CO 80550

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
60	4/0 Art Walk November Posters Type/Design	0.70 80.00	42.00 80.00

		<b>Total</b>	\$122.00
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E-mail nancy@corenprintinginc.com
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301 Walnut Street  
 Windsor, CO 80550  
 Office 970-674-2400  
 Fax 970-674-2456

<u>Finance Department</u>	
Vendor #	100730
Obligation #	

## PAYMENT REQUEST

INVOICE NUMBER: 6627	
VENDOR: Windsor Chamber of Commerce	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 421 Main Street	
Windsor, CO 80550	
Phone:	
Fax:	2015

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
11/26/14	Patti Garcia		<i>PSG</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6217		2015 Membership Dues	250.00
				POSTED	
				TOTAL	\$250.00

Windsor Chamber of Commerce  
 421 Main Street  
 Windsor, CO 80550

230

# Invoice

Date	Invoice #
11/26/2014	6627

<b>Bill To</b>
Windsor Downtown Authority Patti Garcia 301 Walnut Street Windsor, CO 80550

P.O. No.	Terms	Due Date	Project
	Net 45 Days	1/10/2015	

Description	Qty	Rate	Amount
January 2015 - December 2015 Windsor Chamber Business Membership Payment Options: 1. Pay in full for 1 year 2. 1/2 now, 1/2 in 6 months 3. Monthly withdrawals out of checking/savings account  Thank you for your continued Membership & Support!		250.00	250.00

	<b>Total</b>	\$250.00
Thank you for your continued Membership and Support!	<b>Payments/Credits</b>	\$0.00
For Tax Purposes Dues are a Business Expense - not a Charitable Contribution.	<b>Balance Due</b>	\$250.00

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



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

<u>Finance Department</u>	
Vendor #	106970
Obligation #	

## PAYMENT REQUEST

INVOICE NUMBER: 28C70013-1627	
VENDOR: Colorado Special Districts and Liability Pool	
DBA: (IF OTHER THAN VENDOR)	
ADDRESS: PO Box 1539	
Portland, OR 97207-1539	
Phone:	
Fax:	

2014

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
11/21/14	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6246		General & Public Officials Liability	1,894.47
				<b>TOTAL</b>	<b>\$1,894.47</b>

POSTED



**Colorado Special Districts Property and Liability Pool**

**INVOICE**

**Date:** 21-Nov-14

**Entity:** Windsor Downtown Development Authority  
201 Walnut Street  
Windsor, CO 80550

**Broker:** Kelly Beauvais  
Flood & Peterson Insurance, Inc. -FC  
PO Box 578  
Greeley, CO 80632

Invoice #:	Entity ID:	Effective Date:	Expiration Date:	Invoice Date:
28C70013-1627	70013	01-Jan-15	01-Jan-16	21-Nov-14

Coverage:	Contribution:
General Liability	\$766.16
Public Officials Liability	\$468.00
Auto Liability	\$0.00
Non-Owned / Hired Auto Liability	\$132.00
Auto Physical Damage	\$0.00
Hired Auto Physical Damage	\$65.00
Excess Liability	\$330.00
Property	\$0.00
Earthquake	\$0.00
Flood	\$0.00
Equipment Breakdown	\$0.00
Comprehensive Crime and ID Recovery Extension	\$133.31
Ancillary Lines and/or Reinstatement Charge	\$0.00
<b>Total Contribution</b>	<b>\$1,894.47</b>

*(Includes 10% commission paid to the broker)*

**The following discounts are applied or available (Not applicable to minimum contributions):**

*- An 8% Multi Program Discount for participation in the Pool's Workers' Compensation Program has been applied.*

**Payment Due Upon Receipt**

**Payment evidences acceptance of this coverage. Please send a copy of this Invoice with Remittance. NOTE: Terms of the Intergovernmental Agreement require timely payment to prevent automatic cancellation of coverage. Only the Colorado Special Districts Property and Liability Pool Board of Directors can extend the cancellation provision.**

**Please Remit to:** Colorado Special Districts Property and Liability Pool  
PO Box 1539  
Portland, OR 97207-1539  
Toll Free: 800-318-8870 / Fax: 503-943-6622



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

<u>Finance Department</u>	
Vendor #	106299
Obligation #	

## PAYMENT REQUEST

INVOICE NUMBER: 12759	
VENDOR: Liley Rogers & Martell LLC	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 300 South Howes Street Fort Collins, CO 80521	
Phone:	
Fax:	

DDA EXPENSE

2015

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
01/28/2015	Patti Garcia		P Garcia <i>PS</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6252		Legal services through January 2015	126.00
<b>TOTAL</b>					<b>\$ 126.00</b>

POSTED

**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

January 28, 2015

In Reference To: DDA  
Invoice #12759

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>1/5/2015</u> LAL Attendance in Windsor at interview with consultant (no charge for travel time)	0.50 180.00/hr	90.00
1/16/2015 JCL Email from Patti Garcia regarding Board packet for January 21 Board meeting; review attached packet	0.20 120.00/hr	24.00
1/20/2015 JCL Voice message to Patti Garcia regarding monthly check-in	0.10 120.00/hr	12.00

Subtotal of charges

\$126.00

For professional services rendered

\$126.00

Previous balance

\$216.00

Balance due

\$342.00



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

<i>Finance Department</i>	
Vendor #	106299
Obligation #	

## PAYMENT REQUEST

INVOICE NUMBER: 12746	
VENDOR: Liley Rogers & Martell LLC	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 300 South Howes Street Fort Collins, CO 80521	
Phone:	
Fax:	20 14

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
01/28/2015 <i>12/31/14</i>	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services through December, 2014	216.00
<b>TOTAL</b>					<b>\$ 216.00</b>

POSTED

# 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

January 28, 2015

In Reference To: DDA

Invoice #12746

## Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>12/1/2014</u>	LAL Conference with Bob Winter regarding various pending DDA issues	0.60 180.00/hr	108.00
12/5/2014	LAL Emails from and to Patti Garcia regarding DPT letter	0.20 180.00/hr	36.00
12/8/2014	LAL Several brief emails to and from Patti Garcia (No Charge)	180.00/hr	NO CHARGE
12/12/2014	JCL Email from Patti Garcia regarding Board packet for December 17 Board meeting; review Board packet	0.30 120.00/hr	36.00
12/16/2014	JCL Telephone conference with Patti Garcia regarding monthly check in	0.20 120.00/hr	24.00
12/22/2014	JCL Email from Patti Garcia regarding parking committee update	0.10 120.00/hr	12.00
	Subtotal of charges		<u>\$216.00</u>
	For professional services rendered		\$216.00
	Previous balance		\$714.00
	Accounts receivable transactions		
12/15/2014	Payment - Thank You No. 71483		<u>(\$714.00)</u>
	Total payments and adjustments		(\$714.00)



105382

**PURCHASE/PAYMENT APPROVAL**

**VENDOR:** Pitney Bowes  
5382 PO Box 371896  
Pittsburgh, PA 15250-7896

**INVOICE #** 2483107-DC14  
**DATE:** January 3, 2015

**ALL SPLIT:** \$622.95  
**ADDITIONAL:**  
**TOTAL DUE:** \$622.95



FUND/ DEPT.	FUNC.	DEPARTMENT	%	DESCRIPTION	AMOUNT
01-410	6253	Town Clerk	11.00%	postage meter rental	\$68.52
01-413	6253	Administration	2.00%	postage meter rental	\$12.46
01-415	6253	Finance	11.00%	postage meter rental	\$68.52
01-416	6253	Human Resources	5.00%	postage meter rental	\$31.15
01-418	6253	Legal	5.00%	postage meter rental	\$31.15
01-419	6253	Planning & Zoning	5.00%	postage meter rental	\$31.15
01-421	6253	Police	10.00%	postage meter rental	\$62.30
01-430	6253	Public Works	5.00%	postage meter rental	\$31.15
01-431	6253	Engineering	5.00%	postage meter rental	\$31.15
01-451	6253	Recreation	10.00%	postage meter rental	\$62.30
05-490	6253	Senior Citizens	5.00%	postage meter rental	\$31.15
01-454	6253	Parks	5.00%	postage meter rental	\$31.15
06-471	6253	Water	10.00%	postage meter rental	\$62.30
07-481	6253	Sewer	5.00%	postage meter rental	\$31.15
01-411	6253	Board	1.00%	postage meter rental	\$6.23
19-486	6253	DDA	5.00%	postage meter rental	\$31.15
<b>AMOUNT DUE:</b>					<b>\$622.95</b>

2014

\$622.95 ✓

**POSTED**

# Leasing invoice# 2483107-DC14

January 3, 2015

Account name  
Town Of Windsor

Lease acct number  
2483107

Invoice number  
2483107-DC14

### Payment Options

Online Account Management

 Register for *MyAccount* @ [www.pb.com/myaccount](http://www.pb.com/myaccount). Click *View and Pay Bills* for online payments.

 Pay by Phone  
1-800-732-7222

### For Questions?



Go to: [www.pb.com/support](http://www.pb.com/support) or call:  
1-800-732-7222 8 a.m to 8 p.m. EST

## Invoice Summary - Schedule # 001

Leasing charges	\$622.95
Sales tax	\$0.00
<b>Total due January 26, 2015</b>	<b>\$622.95</b>

Please see reverse side for invoice details.

If you have any questions regarding your account, please call the telephone number listed on this invoice.

Your last payment of \$622.95 was credited to your account on Oct 26, 2014.

Any payments received after Dec 26, 2014 may not be reflected on this invoice.

Make check payable to **Pitney Bowes Global Financial Services LLC**.

 **Updating your meter provides optimal performance and accurate mail processing.**  
You can check for updates by doing a postage balance inquiry on your meter. If an update is not available then your meter is current.  
Updating information can be found at [www.pb.com/ratesandupdates](http://www.pb.com/ratesandupdates).

**Questions about your invoice? Why not ask Sophie, our online Virtual Assistant? You can visit Sophie 24 hours a day or choose to Chat with an agent from 8:00 AM – 8:00 PM Eastern Time. GO TO: [www.pb.com/support](http://www.pb.com/support)**

Thank you for choosing Pitney Bowes.

**Avoid late charges - Mail your payment with the coupon below and allow up to 7-10 days for mail and processing time.**

Page 1 of 2

TAX ID 20-1344287

2

Tear off here

009840

X

 Pitney Bowes  
2225 American Drive  
Neenah, WI 54956-1005  
0121010098400000100101032015

**Leasing payment coupon**  
Please make your check payable to  
**Pitney Bowes Global Financial Services LLC**

Lease acct number: 2483107      Amount you owe: **\$622.95**  
Invoice number: 2483107-DC14  
Invoice date: Jan 3, 2015      Due date: Jan 26, 2015  
Amount paid \$

10 2483107 001 640 00062295 6 00000 0 0

PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC  
PO BOX 371887  
PITTSBURGH PA 15250-7887

TOWN OF WINDSOR  
301 WALNUT ST  
WINDSOR CO 80550-5141

2014

105382

**PURCHASE/PAYMENT APPROVAL**

**VENDOR:** Pitney Bowes  
5382 PO Box 371896  
Pittsburgh, PA 15250-7896

**INVOICE #** 849058  
**DATE:** October 28, 2014

**ALL SPLIT:** \$235.41  
**ADDITIONAL:**  
**TOTAL DUE:** \$235.41

FUND/ DEPT.	FUNC.	DEPARTMENT	%	DESCRIPTION	AMOUNT
01-410	6253	Town Clerk	7.00%	postage meter rental	\$16.48
01-413	6253	Administration	2.00%	postage meter rental	\$4.71
01-415	6253	Finance	15.00%	postage meter rental	\$35.31
01-416	6253	Human Resources	5.00%	postage meter rental	\$11.77
01-418	6253	Legal	5.00%	postage meter rental	\$11.77
01-419	6253	Planning & Zoning	5.00%	postage meter rental	\$11.77
01-421	6253	Police	10.00%	postage meter rental	\$23.54
01-430	6253	Public Works	5.00%	postage meter rental	\$11.77
01-431	6253	Engineering	5.00%	postage meter rental	\$11.77
01-451	6253	Recreation	10.00%	postage meter rental	\$23.54
05-490	6253	Senior Citizens	5.00%	postage meter rental	\$11.77
01-454	6253	Parks	5.00%	postage meter rental	\$11.77
06-471	6253	Water	10.00%	postage meter rental	\$23.54
07-481	6253	Sewer	5.00%	postage meter rental	\$11.77
01-411	6253	Board	1.00%	postage meter rental	\$2.35
19-486	6253	DDA	5.00%	postage meter rental	<del>\$11.77</del>
<b>AMOUNT DUE:</b>					<b><u>\$235.41</u></b>

Megan Walter

2014

POSTED



Supplies invoice  
September 28, 2014  
Billing acct number Invoice number  
2078-9297-86-6 849058

## Supply invoice details

Invoice Number	Invoice Date	Order Number	Invoice Total
849058	09/28/14	44696836	

Ship date: 09/25/14

Shipped to: Town Of Windsor, 301 Walnut St, Windsor CO, 80550-5141

Contract number: EPS050076-A2-2

Item description	Item #	Quantity	Cost	Discounts	Item Total
1. Tape Strips (300 Per Box)	625-0	1	\$45.99	-\$6.90	\$39.09
2. Ink Cartridge	765-9	3	\$230.97	-\$34.65	\$196.32
Total for invoice # 849058					\$235.41

## Important information

This transaction is governed by the terms and conditions of the applicable Pitney Bowes agreement, current as of the date of this invoice unless otherwise agreed to in writing by the parties.

### Payment

- If your check is returned, you're liable for any charges we incur.
- If you make a partial payment of the Payment due, it doesn't change your contract or your obligations to us.

### Returns

For purchases from Pitney Bowes Supplies:

To return supplies call 800-243-7824 or visit [www.pb.com](http://www.pb.com) for a copy of our supplies return policy.

For other returns:

Check your agreement with us for our return policy on equipment, postage meters and software that you have purchased, licensed, leased or rented from Pitney Bowes.

Model #6C00  
Serial - 0818340

Page 2 of 2

## You can pay your bill:

- Online at [www.pb.com/myaccount](http://www.pb.com/myaccount)
- By credit card, over the phone at 1-800-228-1071
- By check, made payable to Pitney Bowes and sent with this *payment coupon* to:  
Pitney Bowes Inc  
PO Box 371896  
Pittsburgh, PA 15250-7896



Volume 2, Issue 12 December 2014

## Windsor DDA Revenue

Windsor Downtown  
Development  
Authority

Windsor DDA Revenue Summary December 31, 2014	Collections	Budget	% of Budget
Property Tax Mill Levy	\$8,700	\$7,712	112.81%
Incremental Property Tax	\$15,750	\$16,052	98.12%
Interest	\$46	\$5	920.00%
Grants	\$20,000	\$0	-
Town of Windsor Funding	\$264,793	\$265,000	99.92%
<b>Total</b>	<b>\$309,289</b>	<b>\$288,769</b>	<b>107.11%</b>

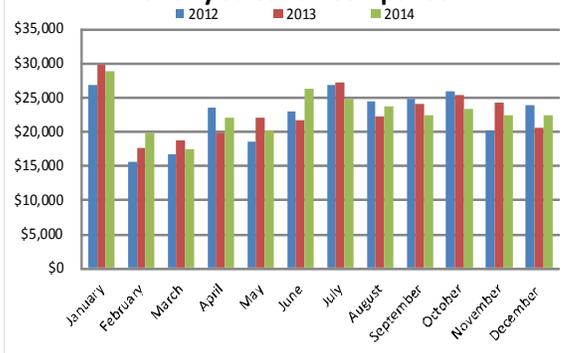
## Windsor DDA Expenditures

Windsor DDA Expenditures Summary December 31, 2014	Expenditures	Budget	% of Budget
<b>Operations</b>			
Office Supplies	\$0	\$200	0.00%
Public Relations/Advertising	\$17,809	\$25,000	71.24%
Board Development	\$200	\$3,200	6.25%
Dues/Fees/Subscriptions	\$793	\$770	102.99%
Travel/Mileage	\$0	\$100	0.00%
Liability Insurance	\$3,963	\$1,297	305.55%
Legal Services	\$7,216	\$10,000	72.16%
Contract Services	\$39,338	\$20,000	196.69%
Postage	\$315	\$350	90.00%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$7,422	\$20,000	37.11%
County Treasurer Fees	\$358	\$300	119.33%
Miscellaneous	\$698	\$700	99.71%
Façade Program	\$0	\$100,000	0.00%
Administrative Transfer	\$20,000	\$20,000	100.00%
<b>Operations Total</b>	<b>\$98,112</b>	<b>\$202,417</b>	<b>48.47%</b>
<b>Capital</b>			
Site Improvements	\$3,321	\$20,000	16.61%
<b>Capital Total</b>	<b>\$3,321</b>	<b>\$20,000</b>	<b>16.61%</b>
<b>Grand Total</b>	<b>\$101,433</b>	<b>\$222,417</b>	<b>45.60%</b>

### Special points of interest:

- December 2014 sales tax collections were \$1,898 above December 2013 collections.
- Revenue is over budget at the end of December 2014 at 107%. A grant was received for \$20,000 for the Mill feasibility study. This is also reflected in the contract services being over budget. Otherwise revenue at the end of 2014 would be at 100%.
- 2014 expenditures are under the twelve month benchmark with only 45.60% of the budget expended.

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

