



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

April 15, 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 March 18, 2015 Board of Directors Meeting – M. Walter
- F. Report of Bills & Financial Report – P. Garcia
- G. Report from Sub-Committees
 1. Marketing Committee
 - 125th Celebration Update
 - Billboards Update
 2. Beautification Committee
 - Maintenance of DDA owned property
 - Bike racks
 - Status of code enforcement efforts in DDA area
 3. Parking Committee
 - Parking Code Update
- H. Communications
 - DDA Retreat – April 22, 2015 – 2:30-6:30 pm
CRC/Maple Room
- I. Adjourn



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BOARD OF DIRECTORS MEETING

March 18, 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 7:33 a.m.

B. Roll Call

Chairman Bob Winter
Vice Chairman Dan Stauss
Secretary/Treasurer Craig Petersen
Kristie Melendez
Dean Koehler
Sean Pike (excused)
Jason Schaeffer (excused)

Also present:

Town Clerk/Asst to TM	Patti Garcia
Communications/Asst to TM	Kelly Unger
Customer Service Supervisor	Megan Walter

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment.

Jim Lohr with Copper Leaf Custom Builders and Clem McNaney, owner of 520 Main Street, attended the meeting to discuss the intent of turning in a façade improvement grant application. They stated that because of the fire at Theo's Pizza, they are hoping to remodel the existing façade and hopefully reopen a restaurant. Mr. Lohr presented the board with renderings of the building and discussed the ideas he had for construction. They thanked the DDA board for this opportunity and stated the application would be turned in soon. Ms. Garcia informed the board that once the application is turned in, it takes about a month to be reviewed by Town staff. She hopes to have it ready by the April meeting for DDA to review.

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

Secretary/Treasurer Petersen 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

Nays - None. Motion carried.

E. Approval of Minutes from the February 18, 2015 Board of Directors Meeting – P. Garcia

Vice Chair Stauss motioned to approve the minutes as presented; Secretary/Treasurer Petersen seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler

Nays - None. Motion carried.

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

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

Secretary/Treasurer Petersen motioned to approve the bills as presented; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler



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Nayes - None. Motion carried.

G. Retreat Planning Discussion – Chris Hutchinson

Mr. Hutchinson presented the board with a summary from the DDA retreat. His observations included positives, challenges, and next steps for the group. Mr. Hutchinson recommended the board continue the momentum of positive change. By continuing clear, honest, direct communication the board would be able to plan and develop a strategic plan and vision for the DDA. He suggests planning another 2-4 hour session to complete the “picturing the future” process. The board discussed the next steps and cost of another facilitated meeting. Mr. Hutchinson expressed his willingness to help and stated that for the next step, if nothing else was done after that, would be a total cost of \$1,500.00. The board agreed to hold the next session on April 22, 2015 from 2:30 p.m. to 6:30 p.m.

H. Report from Sub-Committees

1. Marketing Committee

i. Farmer’s Market

Board member Melendez informed the board that Melissa Chew, Director of Parks, Recreation, and Culture has asked CSU Extension to take full responsibility for the market this year. With staff changes and lack of interest the Town is no longer willing to be a partner. As of this meeting, there was no response from the CSU Extension Office. As for moving it to Thursday night during the concert series, that is not an option while the market is part of the CSU Extensions. Ms. Melendez stated that unless a response came from them very quickly, the farmers market wouldn’t happen for 2015. The board discussed the options of maintaining the market themselves in future summers once an executive director was onboard. Board member Koehler stated he would like the specifics of the special events license, as he may have some contacts that might be interested in managing the market. The board stated that if the market was to move forward for 2015, they would want to discuss the sponsorship that they have given in previous years.

Board member Melendez also shared pricing for the billboards. A 20 week campaign would cost \$10,000.00 or a 16 week campaign would cost \$8,000.00. This cost does not include a production fee of \$2.50 per square foot. She stated that there is interest by the Town to share the cost if they are able to display 125th Anniversary logo. The determined locations include; Hwy 34 and Sculpture Drive in Loveland, and Hwy 287 and Skyway in Fort Collins. The additional 2 locations would be whatever was available in Loveland or Fort Collins at time of launch. The launch date will be beginning of May.

Board Member Koehler motioned to approve the 4 locations for a 20 week campaign at the cost of \$10,000; Secretary/Treasurer Petersen seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler

Nayes - None. Motion carried.

ii. 125th Celebration

Ms. Unger presented to the board the layout and design of the banners for downtown light poles. She stated the cost to the DDA for six 2 sided banners would be \$416.80. The board was concerned that the DDA logo on the banners was too small, and the banners didn’t include the DDA website. Ms. Unger stated that she would discuss the options with the designers but would like to



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have approval from the DDA board if they were interested in moving forward with the banners.

Vice Chairman Stauss motioned to approve the 6 banners at the cost of \$416.80; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler

Nays - None. Motion carried.

Ms. Unger also shared some upcoming 125th Anniversary events that can all be found at windsorgov125.com

The upcoming marketing committee meeting will be cancelled.

2. Beautification Committee

i. Clean up and maintenance of DDA owned property

Board member Koehler shared two quotes he received for cleanup and maintenance of DDA owner property. The quotes were very general and similar with a cost of \$100 per week. The board discussed the cost, necessity, and schedule. Ms. Garcia agreed to check with Public Works on spraying for weeds and would report back to the board, then the board will finalize with a company to take care of the maintenance.

ii. Bike racks

Ms. Garcia informed the board regarding Wade Willis, Open Space Managers bike rack project. She stated they will be removable bike racks used for special events in the downtown area and to promote an effort called #bike to win. These will be setup and removed for each event. Ms. Garcia also presented the board with a Downtown Windsor Bicycle Map showing the bike racks already placed in the downtown area.

iii. Status of DDA nuisance lots

The Brunner lots are being cleaned up in accordance with the Police Departments requests. The other lot will be cited due to lack of compliance, and will have to be cleaned up in a timely manner to avoid further citations.

3. Parking Committee

Carlos Hernandez is still a month out from being ready to present to DDA board.

I. Communications

No further communications.

J. Adjourn

Secretary/Treasurer Petersen motioned to adjourn the meeting at 8:38 a.m.; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

Yeas – Winter, Stauss, Petersen, Melendez, Koehler

Nays - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor

Accounts Payable

Transactions by Account

User: sswanson
 Printed: 04/07/2015 - 4:56PM
 Batch: 00000.00.0000

317-413/15



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
19-486-6217-000	CARD SERVICES	DDA-SPEC DIST ASSOC REG	03/12/2015	72432	521.55	
		Vendor Subtotal for Department:486			521.55	
19-486-6252-000	LILEY, ROGERS, AND MARTELL	LEGAL SERVICES	03/18/2015	72522	504.00	
		Vendor Subtotal for Department:486			504.00	
		Subtotal for Fund: 19			1,025.55	
		Report Total:			1,025.55	



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

<u>Finance Department</u>
Vendor # 10 6373
Obligation #

PAYMENT REQUEST

INVOICE NUMBER: 0054 FEB 2015	Patti
VENDOR: Card Services	
DBA: N/A (IF OTHER THAN VENDOR)	
Address: PO BOX 875852 Kansas City, MO 64187-5852	
Phone: 800-821-5184	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
02/25/15	P Garcia		<i>KA 3-10-15</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
01	413	6217		Coloradoan web access	10.00
				CCCMA – P Garcia	200.00
01	413	5137		CCCMA – K Arnold (\$250), K Unger (\$225)	475.00
				CML Legislative Session – K. Melendez, I Adams	220.00
01	413	5137		CML Legislative Session – K. Unger	110.00
				King Soopers – TB snacks	30.52
				Austins/K Eucker 1 st day – P Garcia, M Walter, K Eucker	100.00
				Domino's – TB dinner 2/9/15	45.91
				Notary training – K. Eucker	200.00
				Total from page 2	958.85
TOTAL					\$2,197.28

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
01	410	6217		IIMC registration – K. Eucker	95.00
01	419	6256		Clerk & Recorder – ordering of legal document	1.50
19	486	6217		Special District Assn registration – DDA	521.55
01	411	6214		King Soopers – TB snacks	38.34
01	450	6214		King Soopers – Tree Board dinner	15.46
01	411	6214		CML registration – J Vazquez	287.00
				TOTAL	958.85

Renew/Create SDA Membership

Step 6 of 6: Print Receipt or Invoice

THANK YOU FOR RENEWING YOUR SDA MEMBERSHIP

Would you like to update your Transparency Notice as well? If so, click on button below

[Print Receipt](#)

[Update Your Transparency Notice](#)

Profile

District	Windsor Downtown Development Authority
Street Address	301 Walnut Street
City	Windsor
State	Colorado
Postal Code	80550
Phone	9706742400
Email	pgarcia@windsorgov.com
Population	
Population Served	
Assessed Value	
Size	
# of Employees	0
Board Meeting	
Budget	
Counties	Weld
District Type	Other

Membership Dues

Budgeted Expenditures	\$ 291,323.00
Exclusions	
Debt Service	\$ 5,000.00
Lease Purchase Agreements	\$ 0.00
Capital Outlay	\$ 0.00
Dues Calculation	
Net Appropriated Expenditure	\$ 286,323.00
Dues for 2015	\$ 521.55
Discount	25%
District is a Pool Member	Yes
CEBT Health Insurance Member	No
Inactive according to Colorado Law	No

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

March 9, 2015

Re: DDA

Services Rendered through February 28 per Invoice #12780

\$ 504.00

Total Balance Due

\$ 504.00

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



CONFIDENTIAL

March 06, 2015

In Reference To: DDA
Invoice #12780

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
1/29/2015	LAL Voice messages from Kelly Arnold and Patti Garcia (no charge)	0.20 180.00/hr	36.00
1/30/2015	LAL Email and voice message from Patti Garcia (no charge); voice message from and telephone conference with Kelly Arnold	0.20 180.00/hr	36.00
2/2/2015	LAL Send email to Patti Garcia regarding DDA statute	0.20 180.00/hr	36.00
2/4/2015	LAL Attend Windsor DDA retreat (no travel time charged)	2.00 180.00/hr	360.00
2/16/2015	LAL Several brief emails to and from Patti Garcia regarding farmers' market	0.20 180.00/hr	36.00
	Subtotal of charges		<u>\$504.00</u>
	For professional services rendered		\$504.00
	Previous balance		\$342.00
	Accounts receivable transactions		
2/11/2015	Payment - Thank You No. 72082		<u>(\$342.00)</u>
	Total payments and adjustments		<u>(\$342.00)</u>
	Balance due		<u><u>\$504.00</u></u>



Volume 3, Issue 2 February 2015

Windsor DDA Revenue

Windsor Downtown
Development
Authority

Windsor DDA Revenue Summary February 28, 2015	Collections	Budget	% of Budget
Property Tax Mill Levy	\$59	\$11,566	0.51%
Incremental Property Tax	\$0	\$14,326	0.00%
Interest	\$0	\$5	0.00%
Town of Windsor Funding	\$45,000	\$270,000	16.67%
Total	\$45,059	\$295,897	15.23%

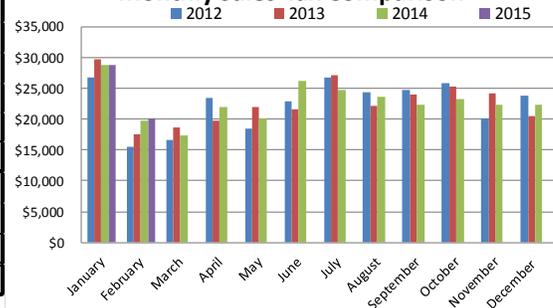
Windsor DDA Expenditures

Windsor DDA Expenditures Summary February 28, 2015	Expenditures	Budget	% of Budget
Operations			
Office Supplies	\$80	\$500	16.00%
Public Relations/Advertising	\$328	\$25,000	1.31%
Board Development	\$240	\$4,000	6.00%
Dues/Fees/Subscriptions	\$250	\$770	32.47%
Special Equipment	\$0	\$20,000	0.00%
Street Repair/Maintenance	\$0	\$1,500	0.00%
Travel/Mileage	\$0	\$150	0.00%
Liability Insurance	\$0	\$2,053	0.00%
Legal Services	\$126	\$10,000	1.26%
Contract Services	\$0	\$46,500	0.00%
Postage	\$0	\$350	0.00%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$0	\$20,000	0.00%
Façade Program	\$0	\$160,000	0.00%
Administrative Transfer	\$833	\$5,000	16.67%
Operations Total	\$1,857	\$296,323	0.63%
Grand Total	\$1,857	\$296,323	0.63%

Special points of interest:

- February 2015 sales tax collections were \$340 above February 2014 collections.
- Revenue is close to budgeted at the end of February 2015 at 15.23%, as we should see 16% of the revenue through the second month of the year.
- 2015 expenditures are under the two month benchmark with only 0.63% 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 2018
Term: April 2018
Term: April 2017
Term: April 2016
Term: April 2016
Term: April 2015