



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

May 20, 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 April 15, 2015 Board of Directors Meeting – M. Walter
- F. Report of Bills & Financial Report – K. Arnold
- G. Report from Sub-Committees
 1. Marketing Committee
 - 125th Celebration Update – K. Unger
 - Billboards Update – K. Melendez
 - Social Media efforts – K. Melendez
 2. Beautification Committee
 - Status of code enforcement efforts in DDA area – J. Michaels
 - Status of DDA owned property
 - ✓ DDA lot preparation and striping – T. Walker / K. Arnold
 - ✓ Clean up of vacant lot between 408 & 414 Main – K. Arnold
 - Bike rack placement and timeframe for installation – K. Unger
 3. Parking Committee
- H. Windsor Broker Event – K. Unger
June 11, 2015 at Pelican Lakes Golf Course
- I. Support Services – K. Arnold
 - Executive Director
 - DCI Assistance
 - Architect / Development Assistant
 - Realtor
- J. Communications
 - Parking Regulations – Planning Commission work session May 20, 2015 at 6 p.m. & Town Board work session on June 15, 2015 at 6 p.m. – K. Arnold
 - Site visit to Louisville Library and Lafayette Downtown – K. Arnold
- K. Adjourn



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BOARD OF DIRECTORS MEETING

April 15, 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
Jason Schaeffer

Also present:

Town Clerk/Asst to TM Patti Garcia
Communications/Asst to TM Kelly Unger
Town Manager Kelly Arnold
Chief Planner Scott Ballstadt
Customer Service Supervisor Megan Walter

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment. Eric Peratt questioned the board on the future of parking in Windsor. Town Clerk Garcia informed Mr. Peratt and the board that there was an agenda item to discuss the issue.

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

Town Clerk Garcia requested Chairman Winter discuss the letter from the library. He agreed to discuss as part of communications.

Secretary/Treasurer Petersen motioned to approve the agenda to include a discussion regarding library letter; 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 March 18, 2015 Board of Directors Meeting – P. Garcia

Board member Koehler 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, 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; she stated all fees and dues for 2015 have been paid. She offered to answer any additional 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, Pike, Schaeffer
Nays - None. Motion carried.**



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G. Report from Sub-Committees

1. Marketing Committee

i. 125th Celebration

Board member Melendez informed the board to check out windsor125.com for all things related to the anniversary celebration. Also, June 4, 2015 is the Chambers All Town BBQ and Summer Concert Series Kick Off. The Windsor Historical Society will also be there; they have launched a campaign for a bronze statue and will have the artist and a rendering available for viewing.

Ms. Unger informed board she invited Slate Comminutions to the upcoming marketing meeting. The 125th banners for down town will also be installed in the coming week.

ii. Billboards Update

Board member Melendez presented the board with the design for the billboards. She also stated the Town agreed to share 25% of the cost. She reviewed the locations of the billboard and stated the launch date would be May 4th.

Board member Melendez informed the board the website still needs updating and the contract has been up with Kaley Melendez for a few months. She requested board to discuss option of contracting Kaley again on an as needed basis for \$25 per hour to take care of website until an executive director is hired. The board discussed and agreed to contract Kailee Melendez for the interim to update the website as needed for \$25 per hour.

Secretary/Treasurer Petersen motioned to approve the contract rate of \$25 per hour for Kaley Melendez to update website as needed; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

2. Beautification Committee

i. Maintenance of DDA owned lots

No new information was available, Board member Koehler will report back to board when he has new information. He did inform the board that Town of Windsor Public Works will spray for weeds.

The Board members discussed the Passaretti lot, they feel it is going to take some funds to get it cleaned up, but agree it needs to be done soon. Town Manager Arnold suggested the board find a trusted landscaping company and ask for their opinion and cost to renovate lot. Board discussed different ideas and ultimately decided to speak with building owner and report back to the next beautification meeting.

ii. Bike racks

Town Clerk Garcia walked through DDA area to survey the bike rack situation and verify how many were available and what shape they were in. She presented board with some bike rack options to look at. She suggested replacing a few of the mostly used bike racks with something newer and cleaner. The board discussed and decided to order the natural recycled type



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from a supplier in Colorado Springs. Town Clerk Garcia agreed to purchase the bike rack and send email to board members so they could see it again. Chairman Winter agreed to check in with Dave, owner of Spokes and see if he was planning to display bike racks in front of his new store on Main Street.

Secretary/Treasurer Petersen motioned to approve the purchase of bike racks by spending up to \$600; 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.

iii. Status of code enforcement efforts in DDA area

Town Clerk Garcia informed that board that both properties have been cited and are being encouraged to get lots cleaned as soon as possible if they want to make any agreements with Municipal Court.

Board member Pike and Melendez stated that both property owners had been in contact with them and were upset they had been cited. They felt they had been working on getting the area cleaned up enough to not be cited. Board agreed it was not their jurisdiction, and they would be supportive of Municipal Code citations given by the Police Department.

Board member Schaeffer questioned Town Manager Arnold as to where Tom Ladd's property fell in the citation process. Mr. Arnold stated if the board as a whole wanted Town to look into property, they needed to make a formal request and Town would forward to Police Department. Board members agreed they would like Town/Police Department to look into ordinance violations at the Tom Ladd property.

Town Manager Arnold informed board that the Police Department does have a complete report, pictures included, regarding every ordinance violation in the down town area. He is happy to have Chief Michaels and Code Enforcement Officers present to the DDA Board when they are ready to discuss the issues.

Board discussed and agreed that they needed to be consistent and stay fair on each property that may need to be cited especially since they have set precedence with the other two properties that were already cited. Board agreed they would like to become educated on the violations in the downtown and decide what needs to happen next. Mr. Arnold and Ms. Garcia will setup the presentation for the next beautification meeting scheduled on May 6th.

3. Parking Committee

i. Parking code update

Scott Ballstadt and planning staff have been working with Carlos Hernandez on some changes to the Town's parking code. He discussed the current issues with the parking code and redevelopment that has been currently going on downtown. The current code works great for development west of downtown but with the unique layout of the downtown, it tends to be a disincentive for redevelopment. He informed the board of a few changes they are looking at making including setting up a downtown parking district which would be defined as the DDA boundaries, so if that changes in anyway so would the regulations of the parking code. One other element that has been discussed is



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not requiring additional parking for a building that is just remodeling and not adding square footage. Also, offering parking credits for spaces that have historically been there and used for parking in the past would be counted towards the requirements for that building. He informed the board that May 20th would be the Planning Commission work session where this information would be presented and it will also need to be discussed at Town Board work session and public hearing before the ordinance would be passed. He is hoping to finalize everything this summer. Town Manager Arnold requested Ms. Garcia and DDA board inform DDA area businesses of what is going on and keep them informed as things progress. Board discussed different parking issues within the Town with Town Manager Arnold.

H. Communications

1. DDA Retreat – April 22, 2015 2:30-6:30 pm, CRC Maple Room
Town Clerk Garcia reminded board of the DDA Retreat.

2. Letter from Library

Chairman Winter informed board he received a letter from the Windsor/Severance Library District requesting a meeting with the DDA concerning the property on the north side of Main St., between 5th and 7th Streets. Chairman Winter realized that specific property wasn't owned by the DDA and the future plans of the DDA didn't include a library. He responded with a letter stating that, and thanked them for their interest in the DDA.

Town Clerk Garcia advised DDA Board that libraries are huge economic drivers and draws for the public. They bring in a lot of foot traffic as well as an overall sense of community.

Town Manager Arnold disagreed with Chairman Winter responding that way, he feels it would be a huge loss for the DDA if they didn't at least entertain the idea of working with the library on finding a location. He highly encourages the DDA Board to reconsider and look into the opportunity.

DDA Board discussed the details with Mr. Arnold and Ms. Garcia, and ultimately decided on setting up a meeting with the Library Board to explore the opportunity. Ms. Garcia agreed to get the meeting setup between the Library Board and DDA.

Several Board members also questioned Town Manager Arnold as to the status of the Mill, and what has changed since the feasibility study was completed. He responded stating there has been interest, but they have all stopped at the negotiations of the property with the owner. The board members felt that something needed to be done, and if they were looking at other properties in the downtown that were in ordinance violations, maybe the mill should be included. Mr. Arnold agreed to put together an update of the status of negotiations and the interest in the property for the board. As far as code violations, those will be discussed as part of the report from Police Department during the upcoming beautification committee meeting.

Board member Schaeffer advised the board that 520 Main Street, formally Theo's Pizza, will now be a flooring company.

Town Manager Arnold informed the board that Ricky B's is serving a 26 day suspension of their liquor license by the state, and will be periodically closed until the end of May.



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I. Adjourn

Secretary/Treasurer Petersen motioned to adjourn the meeting at 9:00 a.m.; 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

DRAFT

Accounts Payable

Transactions by Account

User: sswanson
 Printed: 05/14/2015 - 8:38AM
 Batch: 00000.00.0000



TOWN OF WINDSOR
 301 WALNUT STREET
 WINDSOR, CO 80550
 WWW.WINDSORGOV.COM
 (970) 674-2400
 MON-FRI 9AM TO 5PM

4/4-5/8/15

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
19-486-6213-000	CONSORT DISPLAY GROUP	DOWNTOWN BANNERS	04/15/2015	72812	351.03	
		Vendor Subtotal for Department:486			351.03	
19-486-6213-000	THE GREELEY TRIBUNE	DDA Top Page and Web	04/09/2015	72813	333.00	
		Vendor Subtotal for Department:486			333.00	
19-486-6213-000	MICHELLE GARRETT	DDA BILLBOARD DESIGN	05/08/2015	73046	292.50	
		Vendor Subtotal for Department:486			292.50	
19-486-6219-000	JON T CSAKANY	BIKE RACKS	04/30/2015	72994	780.00	
		Vendor Subtotal for Department:486			780.00	
19-486-6252-000	LILEY, ROGERS, AND MARTELL	Legal services through March 2015	04/09/2015	72742	84.00	
		Vendor Subtotal for Department:486			84.00	
19-486-6253-000	PITNEY BOWES	POSTAL MACHINE	04/15/2015	72805	31.15	
		Vendor Subtotal for Department:486			31.15	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
19-486-6267-000	KING SURVEYORS, INC.	RAILROAD RIGHT OF WAY OWNE	05/08/2015	73000	198.00	
		Vendor Subtotal for Department:486			198.00	
		Subtotal for Fund: 19			2,069.68	
		Report Total:			2,069.68	



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

Finance Department	
Vendor #	105722
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: INV0047349	Notes:
VENDOR: Consort	
DBA:	
(IF OTHER THAN VENDOR)	
Address: P.O. Box 3597	
Kalamazoo, MI 49003-3597	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
3/27/2015	Kelly C	<i>[Signature]</i>	<i>[Signature]</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6213		Downtown Banners	\$351. ⁰³
01	433	6213		Downtown Banners	\$192. ⁶⁴
				DVA EXPENSE	
				POSTED	
				TOTAL	\$543.⁶⁷

Invoice

CONSORTI | Kalamazoo Banner Works™
 DISPLAY GROUP | Abstracta® • Display One®
 Podia® • Dowl Pole® • FlagTrax®
 P.O. Box 3597 269.388.4532
 Kalamazoo, MI 800.525.6424
 49003-3597 888-880-6341 (FAX)
 sales@consort.com

Page 1/1
 Invoice INV0047349
 Date 3/27/2015

Bill To: Town of Windsor
 301 Walnut Street
 Windsor CO 80550

Ship To: Town of Windsor
 Attn: Kelly Unger
 301 Walnut Street
 Windsor CO 80550

Purchase Order No.		Customer ID		Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		17828		COREY	STD GROUND	NET 30	3/26/2015	77,262
Ordered	Shipped	B/O	Item Number	Description		Discount	Unit Price	Ext. Price
4	4	0	MSV049	Design Set Up Fee Digital banner		\$0.00	\$50.00	\$200.00
54.00	54.00	0.00	CDD-13MJ	6 Digital Banner(s) 2 Sided 13oz Vinyl -		\$0.00	\$4.40	\$237.60
18.00	18.00	0.00	CDD-13MJ	2 Digital Banner(s) 2 Sided 13oz Vinyl -		\$0.00	\$4.40	\$79.20

03/26/15 - 1 package = 12.35 lbs
 via FedEx Ground - 595262818332

THANK YOU

RETURN MERCHANDISE IS SUBJECT TO A
 RESTOCKING CHARGE. PLEASE CALL FOR RETURN
 AUTHORIZATION PRIOR TO RETURNING MERCHANDISE.

Subtotal	\$516.80
Misc	\$0.00
Tax	\$0.00
Freight	\$26.87
Trade Discount	\$0.00
Total	\$543.67
Amount Received	\$0.00
Amount Due	\$543.67



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

Finance Department	
Vendor #	105741
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 5520232033115	
VENDOR: NCCG	
DBA: Greeley Tribune (IF OTHER THAN VENDOR)	
ADDRESS:	
Phone:	
Fax:	

DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
3/31/15	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		DDA top page and web (Feb & March)	666.00 333.00
				TOTAL	\$-666.00

POSTED

\$ 333.00

00610-04 -2015

www.greeleytribune.com

Account Name		Account Number		Billing Period		Invoice Number	
Windsor DDA		5520232		03/01/15 - 03/31/15		5520232033115	
Payments/Credits	Current	30 Days	60 Days	90 Days	120 Days	Total Amount Due	
0.00	338.00	333.00	0.00	0.00	0.00	671.00	

DATE	PUBLICATION	AD#	PO# / DESCRIPTION / INSERT IDENTIFIER	UNITS	RUNS	AMOUNT
3/1			Balance Forward			333.00
3/31			Finance charge on past due balance			5.00
3/1	Ad Type: Display WN	10972276	DDA Page Top	6 x 3.25	1	248.00
3/1	Ad Type: Internet WNI	10972306	Webskin		1	85.00
3/2	WNI	10972306	Webskin		1	0.00
3/3	WNI	10972306	Webskin		1	0.00
3/4	WNI	10972306	Webskin		1	0.00
3/5	WNI	10972306	Webskin		1	0.00
3/6	WNI	10972306	Webskin		1	0.00
3/7	WNI	10972306	Webskin		1	0.00

minus \$5
fee

\$333 balance
forward was pd
on 3/20/15.





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

<u>Finance Department</u>	
Vendor #	107302
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 1509	
VENDOR: Michelle Garrett	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS: 13450 Lafayette Ct	
Thornton, CO 80241	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
4/29/15	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		DDA billboard – design work	292.50
TOTAL					\$ 292.50

POSTED



M I C H E L L E G A R R E T T

INVOICE #1509
April 29, 2015

Windsor DDA
PO Box 381
Windsor CO 80550

Re: DDA Billboards

DDA Billboards
4.5 hrs @ \$65/hr292.50

Total **\$292.50**

Please make checks payable to: Michelle Garrett Send to: 13450 Lafayette Ct, Thornton, CO 80241

TERMS: All invoices are payable within thirty (30) days of receipt. A 2% monthly service charge is payable on all overdue balances.



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

Finance Department	
Vendor #	107300
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 107	
VENDOR: Quality Jon	
DBA: (IF OTHER THAN VENDOR)	
ADDRESS: 2906 W. Pikes Peak Ave Colorado Springs, CO 80904	
Phone:	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
4/20/15	Patti Garcia		P Garcia <i>P. Garcia</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6219		2 bike racks @\$350 ea + \$80 delivery charge	\$780.00
POSTED					
TOTAL					\$ 780.00

19-480-6219

Invoice



2906 W.Pikes Peak Ave
colorado springs,CO 80904

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

Date	Invoice No.	P.O. Number	Terms	Project
04/20/15	107			

Item	Description	Quantity	Rate	Amount
22 Specialty	Specialties Create one of a kinda bicycles rack		350.00	350.00
22 Specialty	Specialties Create one of a kind bicycles rack		350.00	350.00
02 Site Work	Site Work Delivery charge		80.00	80.00
			Total	\$780.00



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

<u>Finance Department</u>	
Vendor #	60 6299
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 12801	
VENDOR: Liley Rogers & Martell LLC	
DBA: (IF OTHER THAN VENDOR)	
Address: 300 South Howes Street Fort Collins, CO 80521	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
03/30/2015	Patti Garcia		P Garcia <i>[Signature]</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252		Legal services through March 2015	84.00
TOTAL					\$ 84.00

POSTED

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 30, 2015

Re: DDA

Services Rendered through 3/28/15 per Invoice #12801

\$ 84.00

Total Balance Due

\$ 84.00

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 30, 2015

In Reference To: DDA
Invoice #12801

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
3/13/2015 JCL Email from Patti regarding Board packet for March 18 Board meeting; review packet	0.30 120.00/hr	36.00
3/17/2015 JCL Telephone conference with Patti regarding monthly check-in	0.10 120.00/hr	12.00
3/18/2015 LAL Brief email to Patti Garcia regarding renter's use of facade program	0.20 180.00/hr	36.00
Subtotal of charges		<u>\$84.00</u>
For professional services rendered		\$84.00
Previous balance		\$504.00
Accounts receivable transactions		
3/24/2015 Payment - Thank You No. 72522		<u>(\$504.00)</u>
Total payments and adjustments		(\$504.00)
Balance due		<u>\$84.00</u>

105382⁴

PURCHASE/PAYMENT APPROVAL

VENDOR: Pitney Bowes
.105382 PO Box 371896
Pittsburgh, PA 15250-7896

INVOICE # 2483107-MR15
DATE: April 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
AMOUNT DUE:					\$622.95

OK


POSTED

Details of leasing charges

Charges for schedule 001

Reference number: 11142013

Equipment description:

Charges for the period: Jan 20, 2015 to Apr 20, 2015

Mailing system

Equipment Location: 301 Walnut St, Windsor CO

Product Code (PCN):

Leasing charges \$622.95

SVXA

Total for schedule 001 **\$622.95**

Product Code (PCN):

1GW5

Total charges **\$622.95**

Product Code (PCN): Serial number:

G900

0818340

Important information

Need Help with this Bill or ValueMAX® ?Call 800-732-7222 from 8 AM to 8 PM EST
Enter 2483107 as your account number
Enter 001 as your schedule number
Web: Go to www.pb.com/contact-us**Need Service or Help with PB Products?**Call 800-522-0020 from 8 AM to 8 PM EST
Web: Go to www.pb.com/contact-us**Need Help with adding postage to your meter?**Call 800-243-7800 from 8 AM to 8 PM EST
Enter your 8 digit Postage By Phone account number**To order supplies visit www.pb.com/supplies or call 800-243-7824**

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

This invoice represents the amount you currently owe Pitney Bowes Global Financial Services LLC for the equipment and services covered under your lease agreement.

ValueMAX® program fees are the fees you pay for your participation in our ValueMAX® program, more fully described in your lease contract, which repairs or replaces the leased equipment in the event of loss, damage or theft. For more information visit our website - www.pb.com/valuemax.

Overnight checks should be mailed to:

Pitney Bowes Global Financial Services LLC
Attn: Box 371887
500 Ross Street Suite 154-0470
Pittsburgh, PA 15262-0001**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.



0121010095380000100104032015



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

Finance Department	
Vendor #	100401
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 138723	Notes:
VENDOR: King Surveyors	
DBA: King Surveyors (IF OTHER THAN VENDOR)	
Address: 650 E Garden Drive Windsor, CO 80550	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
4/23/15	Krystal Eucker		<i>PSai</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6267	000	Railroad Right-of-Way- Owner Research	198.00
				POSTED	
				TOTAL	198.00

Return to Stacey in Finance

19 486 6267

KING SURVEYORS
650 E. GARDEN DRIVE
WINDSOR, CO 80550
PH (970)-686-5011 FAX 686-5821
TAX ID #84-1255208

INVOICE

DATE	INVOICE #
4/21/2015	138723

BILL TO

WINDSOR DOWNTOWN AUTHORITY
CRAIG PETERSON
301 WALNUT STREET
WINDSOR, CO 80550

P.O. NO.	TERMS	PROJECT
	DUE ON RECEIPT	2015123

HOURS/QTY	DESCRIPTION	RATE	AMOUNT
2	REGISTERED LAND SURVEYOR	99.00	198.00
	BILLING: 03-16-15 - 04-11-15 (RAILROAD RIGHT-OF-WAY) BLOCK 5, WINDSOR - (RESEARCH OWNERSHIP OF 25' STRIP OF PROPERTY)		

ALL INVOICES OUTSTANDING MORE THAN 90 DAYS WILL BE ASSESSED INTEREST OF 1.5% ON THE UNPAID BALANCE

Total

\$198.00

PROJECT MANAGER	L. PEPEK
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Volume 3, Issue 3 March 2015

Windsor DDA Revenue

Windsor Downtown
Development
Authority

Windsor DDA Revenue Summary March 31, 2015	Collections	Budget	% of Budget
Property Tax Mill Levy	\$2,530	\$11,566	21.88%
Incremental Property Tax	\$2,384	\$14,326	16.64%
Interest	\$0	\$5	0.00%
Town of Windsor Funding	\$67,500	\$270,000	25.00%
Total	\$72,414	\$295,897	24.47%

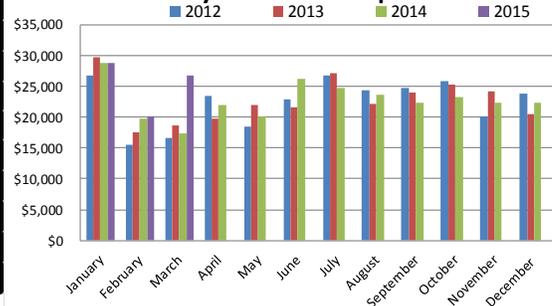
Windsor DDA Expenditures

Windsor DDA Expenditures Summary March 31, 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	\$843	\$770	109.48%
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	\$630	\$10,000	6.30%
Contract Services	\$0	\$46,500	0.00%
Postage	\$50	\$350	14.29%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$3,000	\$20,000	15.00%
Facade Program	\$0	\$160,000	0.00%
Administrative Transfer	\$1,250	\$5,000	25.00%
Operations Total	\$6,421	\$296,323	2.17%
Grand Total	\$6,421	\$296,323	2.17%

Special points of interest:

- March 2015 (3.95% rate) sales tax collections were \$9,435 above March 2014 (3.2% rate) sales tax collections.
- Revenue is close to budgeted at the end of March 2015 at 24.47%, as we should see 25% of the revenue through the third month of the year.
- 2015 expenditures are under the three month benchmark with only 2.17% 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



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: May 20, 2015
To: Downtown Development Authority Board of Directors
From: Kelly Unger, Communications/ Assistant to the Town Manager
Re: Windsor Broker Event
Item #: H.1.a.

Background / Discussion:

After direction from the Board, staff received information regarding the Windsor Broker Tour. This event is focused on attracting brokers, developers, builders, and real estate agents. The event is a networking opportunity and will focus on economic opportunities in the Town of Windsor.

If the DDA would like to pay for a sponsorship, even at the \$500 level, two representatives may attend the event. After speaking with the Economic Development Director, she is willing to reserve five (5) minutes for the DDA to discuss potential land and development opportunities in downtown. Here are the details of the event:

Date: Thursday June 11, 2015

Time: 8:00 a.m. to 9:30am

Location: Water Valley
1625 Pelican Lakes Point
Windsor, CO 80550

Recommendation:

For discussion purposes.

Attachments:

Sponsorship Form

2015 Windsor Broker Tour

June 11, 2015 8:00am – 9:30am

Sponsorship Opportunities

Platinum Level Sponsor - \$1,500

- Logo on All Golf Carts
- Recognition including logo in Program
- Recognition including logo on the Invitation
- Hole Signage at one hole
- Table with company marketing material/information at the event
- Logo on Notebook Giveaway to all the attendees (Approx. 80 Giveaways)
- Verbal recognition during the event



GoldLevelSponsor - \$1,000

- Recognition including logo in Program
- Recognition including logo on the Invitation
- Table with company marketing material/information at the event
- Logo on Notebook Giveaway to all the attendees (Approx. 80 Giveaways)
- Verbal recognition during the event

SilverLevelSponsor - \$500

- Recognition including logo in Program
- Recognition including logo on the Invitation
- Verbal recognition during the event



Company: _____

Name: _____

Phone: _____

Email: _____

Please contact Stacy Johnson to reserve your sponsorship!
Town of Windsor - Economic Development Director
970-674-2414 sjohnson@windsorgov.com

