



## 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

August 19, 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 July 15, 2015 Board of Directors Meeting and August 5, 2015 Special Meeting – M. Walter
- F. Report of Bills and Financial Report – P. Garcia
- G. Breast Friends 2015 Funding Request
- H. 2016 Budget Schedule Revision – P. Garcia
- I. Administrative Grant Submittal – Library Scope of Work & Feasibility – P. Garcia
- J. Support Services – P. Garcia
  - Executive Director – Committee meeting September 2, 2015
  - Architect / Development Assistant – Letter of Proposal to DOLA for Planning Grant
  - Realtor – retained by the library
- K. Report from Sub-Committees
  - 1. Marketing Committee
    - USA Pro Challenge update – K. Melendez
    - 125<sup>th</sup> Anniversary update – K. Unger
    - 2016 Farmers Market – P. Garcia
  - 2. Beautification Committee
  - 3. Parking Committee
- L. Communications
  - Parking Regulations – Adopted by Town Board on August 11, 2015
  - DCI Annual Conference/Durango - October 6-9, 2015; attending Jason Shaeffer & Kristie Melendez
- M. The News on the Street is . . .
- N. Adjourn

#### *Future Items for discussion*

- *Review of Façade Improvement Program policies – J. Liley*
- *Survey/Title Work of DDA property- J. Liley*



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BOARD OF DIRECTORS MEETING

July 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 (excused)
	Jason Schaeffer

Also present:

Communications/Asst to TM	Kelly Unger
Town Manager	Kelly Arnold
Town Clerk/Asst to TM	Patti Garcia
Customer Service Supervisor	Megan Walter
Legal Counsel	Joshua Liley

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

Vice President Petersen 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, Schaeffer
Nayes - None. Motion carried.

E. Approval of Minutes from the May 20, 2015 Board of Directors Meeting – M. Walter

Vice President Petersen motioned to approve the minutes as presented; Board Member Schaeffer seconded the motion. Roll call on the vote resulted as follows:

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

F. Report of Bills & Financial Report – K. Arnold

Town Clerk Garcia presented the report of bills and financial report; she offered to answer any questions. Board discussed the bills, the financial report, and potential business opportunities and construction in the Town of Windsor.

Vice President Petersen motioned to approve the report of bills as presented; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

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

G. 2016 Budget Schedule – P. Garcia

Town Clerk Garcia provided the board with a tentative schedule for DDA budget adoption. The board discussed the schedule and the importance of upcoming meetings.



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### H. Retreat Follow Up – P. Garcia

The final report from the retreat was distributed to the board and the consultant has been paid. No other meetings with the consultant are scheduled at this time. The board requested Town Clerk Garcia contact Chris regarding a prioritizing exercise that was done, to see if they could have a copy of the steps.

### I. Support Services – P Garcia

Through the retreat process, the DDA discussed the hiring of a part time Executive Director. The DDA budgeted \$45,000 for this position. Town Clerk Garcia presented board members with a draft job description to review which outlined essential job duties/responsibilities and job requirements. She suggested getting a small group of board members together as soon as possible to work on posting the position. She stated that although she has enjoyed working with the DDA, they are starting to get extremely busy, and she feels they would benefit greatly from an executive director. The board discussed this opportunity as well as employee vs. contract. They agreed to form a small group to move forward with the process of hiring an executive director.

Based on some of the potential construction and business opportunities in the DDA area, as well as DCI recommendations for next steps in their final report, Town Clerk Garcia also suggests the board also look into the option of hiring an architect and realtor. She has reached out to some local architects that the Fort Collins DDA uses, she will report back at the next meeting with her findings.

### J. Report from Sub-Committees

#### 1. Marketing Committee

##### i. USA Pro Challenge / Promotional Ideas – K. Melendez

The marketing committee is proposing to the board, the idea of a commemorative coffee mug with a Windsor/Pro Challenge themed design. They would like to have local businesses give these away with a purchase during the race. They would distribute the 500 mugs evenly to any DDA businesses interested in participating in the giveaway. The committee is requesting a budget up to \$1,800 for design, printing, shipping, and advertising of the mugs and promotion.

**Board member Koehler motioned to approve the budget of \$1,800 for the mug promotion; Vice President Petersen seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

##### ii. Event debrief – Broker Event, All Town BBQ – K. Melendez

Broker Event was well attended and received by the community. The DDA board did have a display which included the mill feasibility study and Chairman Winter spoke at the event.

All Town BBQ started out great, but was cut short by the weather. Because of the shortened event, there are several post cards and rack cards still available if any businesses would like to distribute them. The left over water was donated to the high school marching band and the fire station.

Board member Melendez informed the board she was approached by several downtown businesses upset that the farmers market wasn't happening this summer. She stated they would like the DDA board to considering different



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options and bring in back next summer. Town Manager Arnold informed the board he has asked Town staff to look at some options for a date and space for the farmer's market next year. That proposal should be presented to the Town Board in the next few months.

2. Beautification Committee

The board discussed the status of the cited properties in Town as well as the removal of the tree stump on the DDA owned property.

3. Parking Committee

The regulations have gone through a Planning Commission and Town Board Work Session. Town Clerk Garcia doesn't see any issues with these going through first and second reading at Town Board. It will then be published and become law 10 days after.

K. Communications

1. Parking Regulations

July 15, 2015 – Planning Commission recommendation

July 27, 2015 – Town Board first reading of ordinance

August 10, 2015 – Town Board second reading of ordinance

No further communication.

2. DCI Annual Conference/Durango – October 6-9, 2015

Board discussed DCI Annual Conference and interest of attending.

3. Board discussed Chamber Dinner on July 22, 2015.

L. The News on the Street is....

The board discussed status of ongoing projects in the Town of Windsor.

M. Executive Session

Executive session to discuss issues related to the purchase, acquisition, lease, transfer, or sale of real property, or other property interest; to determine positions relative to matters that may be subject to negotiations; and to receive legal advice on specific legal questions; in accordance with C.R.S. 24-6-402(4)(a), (b), and (e)

**Board member Melendez motioned to go into an executive session pursuant to C.R.S. 24-6-402(4)(a), (b), and (e) to discuss with Attorney Josh Liley regarding purchase, acquisition, lease, transfer, or sale of real property, or other property interest; Vice President Petersen seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

The DDA Board move into Executive Session at 8:20 a.m.

**Vice President Petersen made a motion to adjourn the executive session at 9:05 a.m.; Board member Schaeffer seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

The Executive Session was closed and the board returned to regular meeting.



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Upon returning to the regular meeting, the DDA board instructed Mr. Liley to complete survey and title work for the DDA property aka the Pasarretti lot to determine ownership of the entire piece of property as well as the associated cost to complete the work.

N. Adjourn

**Vice Chairman Stauss motioned to adjourn the meeting at 9:07 a.m.; Board Member Koehler seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

*megan walter*

Megan Walter, Customer Service Supervisor

DRAFT



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### BOARD OF DIRECTORS MEETING

August 5, 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 7:39 a.m.

A. Roll Call

Chairman Bob Winter (arrived at 7:44 a.m.)

Vice Chairman Dan Stauss

Secretary/Treasurer Craig Peterson

Kristie Melendez (arrived at 7:43 a.m.)

Dean Koehler

Sean Pike

Jason Schaeffer (excused)

Also present:

Town Clerk/Asst to TM

Director of Planning

Communications/Asst to TM

Megan Walter

Legal Counsel

Patti Garcia

Scott Ballstadt

Kelly Unger

Customer Service Supervisor

Joshua Liley

B. Façade Grant Proposal – 427 Main Street

David Roberts, owner of Spokes, Inc. submitted a façade grant proposal for the building located at 427 Main Street. He presented a rendering of the building and expressed his ideas on finishing the façade. There was discussion regarding the Façade Improvement Program policies which state a grant can be funded for 25% of the façade up to \$20,000; Legal Counsel Liley will review the policy and report back to the Board any recommended changes for clarification. The Board, along with Mr. Liley and Ms. Garcia discussed the application, and came to the agreement they would approve the \$20,000 grant request.

**Secretary/Treasurer Peterson motioned to move the application for a maximum of \$20,000; Board member Koehler seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

C. Adjourn

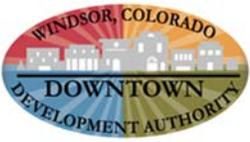
**Secretary/Treasurer Peterson motioned to adjourn; Board member Koehler seconded the motion.**

**Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

The meeting was adjourned at 7:50 a.m.



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*Megan Walter*

Megan Walter, Customer Service Supervisor

DRAFT

# Accounts Payable

## Transactions by Account

7/4 - 8/7/15



TOWN OF WINDSOR  
 301 WALNUT STREET  
 WINDSOR, CO 80550  
 WWW.WINDSORGOV.COM  
 (970) 674-2400  
 MON-FRI 8AM TO 5PM

User: sswanson  
 Printed: 08/10/2015 - 3:17PM  
 Batch: 00000.00 0000

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
19-486-6213-000	EASY CHAIR MEDIA	REIMBURSE FOR MUGS FOR PRO	08/05/2015	73987	1,497.85	
		Vendor Subtotal for Department:486			1,497.85	
19-486-6213-000	KAILEE MELENDEZ	DDA WEBSITE UPDATES, NEWSL	07/09/2015	73744 ✓	75.00	
		Vendor Subtotal for Department:486			75.00	
19-486-6242-000	BAREFOOT FARMS INC.	TREE STUMP REMOVAL	07/01/2015	73848 ✓	300.00	
		Vendor Subtotal for Department:486			300.00	
19-486-6252-000	LILEY, ROGERS, AND MARTELL	JUNE 2015 DDA LEGAL SERVICES	07/16/2015	73794 ✓	243.50	
		Vendor Subtotal for Department:486			243.50	
19-486-6263-000	PITNEY BOWES	LEASE OF POSTAGE MACHINE	07/09/2015	73703 ✓	12.09	
		Vendor Subtotal for Department:486			12.09	
19-486-6267-000	DOWNTOWN COLORADO, INC	COMPLETION OF TECH ASSIT VIS	07/09/2015	73674 ✓	4,750.00	
		Vendor Subtotal for Department:486			4,750.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
19-486-6267-000	CARD SERVICES	DDA-MTG LUNCH	07/09/2015	73722	76.97	
		Vendor Subtotal for Department:486			76.97	
				Subtotal for Fund: 19	6,955.41	
				Report Total:	6,955.41	





Invoice 10831433

Page 1

101 Commerce St  
PO Box 320  
Oshkosh, WI 54901

[www.4imprint.com](http://www.4imprint.com)

Toll Free 877-446-7746  
Free Fax 800-355-5043

**Main Address**  
KRISTIE MELENDEZ  
EASYCHAIR MEDIA  
800 3RD ST  
WINDSOR, CO 80550-5424

**Invoice Address**  
Kristie Melendez  
800 3rd Street  
Windsor CO 80550  
USA

**Shipping Address**  
Lynn Rauer  
Four & Twenty Blackbirds, Inc.  
505 Main Street  
WINDSOR, CO 80550  
USA  
Tel: (970) 460-0010

**Order Number** 10831433  
**Date** August 5, 2015

**Account No.** 3213938  
**Account Rep.** Andrea DiLoreto

Item	Qty	Item #	Description	Colors (Mug,Handle):	White	Unit \$	Price \$	Total \$
White Mug with Full Color Process - 11 oz.	504	4104	White Mug with Full Color Process - 11 oz.	White, White	2.3100	1,164.24	1,164.24	55.00
Set-Up Charge	1		Set-Up Charge(Per Order Line)		55.0000	55.00	55.00	
Freight						244.85	244.85	

**Grand Total** 1464.09

800 3rd St.  
Windsor, CO 80550  
(970)686-5805  
office@easychairmedia.com



BILL TO  
Windsor DDA  
PO Box 381  
Windsor, CO 80550

INVOICE # 1635  
DATE 08/05/2015  
DUE DATE 08/20/2015  
TERMS Net 15

**Smart Marketing Products**  
White Mug with Full Color Process - 11 oz. 504 mugs for DDA promotion  
**Shipping**  
**Sales Tax**  
CO State sales Tax 2.9%

	1,219.24	1,219.24
1	244.85	244.85
1	33.76	33.76

For Invoice # 10831433  
Vendor # 106323

BALANCE DUE

**\$1,497.85**



DDA

19-4180-6213

**KAILEE MELENDEZ**

**INVOICE**

Attention: Patti Garcia  
 Assistant to the Town Manager/ Town Clerk  
 Town of Windsor | Administrative & Customer Service  
 301 Walnut Street  
 Windsor, CO 80550  
 Date: 6/15/15

2931 Eindborough Dr.  
 Fort Collins, CO  
 80525

Project Title: ~~Website and Social Media Management~~  
 Invoice Number: 003  
 Project Term: 5/15/15 to 6/15/15  
 Terms: 30 Days

Description	Quantity	Unit Price	Cost
Website Updates	1	\$ 25	\$ 25
Newsletter/ Press Release	2	\$ 25	\$ 50
Subtotal			\$ 75
Total			\$ 75

Thank you for your business!  
 Sincerely yours,  
 Kailee Melendez





1364 Grand Avenue  
Windsor, CO 80550

# Invoice

Date  
6/16/2015

Invoice #  
7144

Bill To:

Windsor Forestry Dept.  
C/O Ken Kawamura  
301 Walnut Street  
Windsor, CO 80550

P.O. Number

Terms

Description

Quantity

Rate

Amount

Remove large Stump from between 408 and 414 Main Street  
Sales Tax

300.00

300.00

6.85%

0.00

Total

\$300.00

Thank you for your business.

Phone # (970) 686-0525

barefootfarms@qwestoffice.net



106299  
19.48676252

**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 9 2015

Re: DDA

Services Rendered per Invoice #12858

\$ 243.50

Total Balance Due

\$ 243.50

**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



July 09, 2015

In Reference To: DDA  
Invoice #12858

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
6/11/2015 LAL Lengthy email from Janelle Kechter regarding initial title questions regarding "alley" adjacent to DDA property	0.30 180.00/hr	54.00
JPK Email to Lucia Liley and Josh Liley regarding title work for DDA purchase	0.25 110.00/hr	27.50
LAL Review and respond to lengthy email from Janelle Kechter are documentation available on "alley" issue and need for updated title work	0.50 180.00/hr	90.00
6/23/2015 JCL Review two documents forwarded by Patti Garcia regarding Oil and Gas polling application and hearing; email to Patti Garcia	0.60 120.00/hr	72.00
Subtotal of charges		<u>\$243.50</u>
For professional services rendered		\$243.50
Previous balance		\$207.50
Accounts receivable transactions		
6/22/2015 Payment - Thank You No. 73507		<u>(\$207.50)</u>
Total payments and adjustments		(\$207.50)
Balance due		<u>\$243.50</u>

\$243.50

**VENDOR:**

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

**VENDOR #**  
105382

July 7, 2015

**INVOICE #**  
2483107-JN15

**ALL SPLIT:** \$622.95

**ADDITIONAL:**

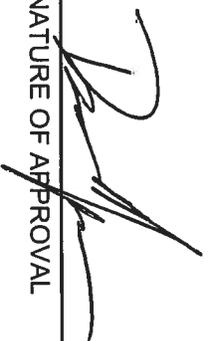
**TOTAL DUE:** \$622.95

FUND	DEPT	FUNC	PROJ	DESCRIPTION	%	AMOUNT
1	421	6263		Police Department	14.21%	\$88.52
1	412	6263		Municipal Court Clerk	4.22%	\$26.29
1	419	6263		Planning Department	2.21%	\$13.77
1	456	6263		Cultural Affairs/Museum	0.63%	\$3.92
5	490	6263		CRC/Seniors	1.02%	\$6.35
1	451	6263		Recreation	7.23%	\$45.04
1	430	6263		Public Works	5.72%	\$35.63
1	454	6263		Parks	2.82%	\$17.57
1	413	6263		Administration	0.96%	\$5.98
1	431	6263		Engineering	2.62%	\$16.32
7	481	6263		Sewer	0.10%	\$0.62
6	471	6263		Water	24.15%	\$150.44
1	416	6263		Human Resources	2.27%	\$14.14
1	410	6263		Town Clerk	2.95%	\$18.38
1	415	6263		Finance	26.53%	\$165.27
1	420	6263		Economic Development	0.29%	\$1.81
19	486	6263		DDA	1.94%	\$12.09
1	418	6263		Legal	0.13%	\$0.81

**TOTAL:**

622.95

99.9%

  
SIGNATURE OF APPROVAL

**POSTED**



# Leasing invoice# 2483107-JN15

July 3, 2015

## Invoice Summary - Schedule # 001

Leasing charges	\$622.95
Sales tax	\$0.00
<b>Total due July 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 Apr 23, 2015.

Any payments received after Jun 26, 2015 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).

Thank you for choosing Pitney Bowes.

Account name

Town Of Windsor

Lease acct number

2483107

Invoice number

2483107-JN15

### 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 through client service

1-800-732-7222 8 a.m to 8 p.m EST

### Questions?

Go to: [www.pb.com/suport](http://www.pb.com/suport)

Choose to chat with a live agent 8 a.m to 8 p.m EST

### To Order Supplies

Go to: [www.pb.com/supplies](http://www.pb.com/supplies)

Or call 1-800-243-7824 8 a.m to 8 p.m EST

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



19-486-10267



**Downtown Colorado, Inc. (DCI)**  
1420 Ogden Street, Ste G1  
Denver, CO 80218

# Invoice

Date	Invoice #
6/22/2015	279cr

Bill To
Town of Windsor 301 Walnut St Windsor, CO 80550 Attn Patti Garcia

Description	Amount
Completion of Technical Assistance Visit	4,750.00

Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$4,750.00</b>



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

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

# PAYMENT REQUEST

INVOICE NUMBER: 0054 JUNE 2015	<i>Patti</i>
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
06/24/15	P Garcia		<i>DM</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
01	410	5137		Regis University -- Clerk School/K Eucker	1,100.00
01	413	5137		CML General Luncheon/K Arnold	37.00
01	411	6214		King Soopers-Snacks/Town Board	13.67
01	413	<del>6214</del> <i>6217</i>		Coloradoan Web Access	11.00
01	410	6218		Subway -- TB dinner	64.60
01	410	6218		High Criteria -- foot pedal for recording	79.95
01	440	5137		Beaver Run -- CML lodging/P Garcia	320.42
01	411	6214		Beaver Run-CML lodging/Vazquez	82.42
01	418	5137		Beaver Run-CML lodging/K Emil	320.42
				Total from page 2	1856.08
				<b>TOTAL</b>	<b>\$3,985.56</b>

**POSTED**



STORE MGR ELISE ROWTON 970-674-1177  
THANK YOU FOR SHOPPING WITH US!

*DC 1. mds*

**GROCERY**

FRITO LAY FLVR 8.49 B  
DORITOS & CHEETOS 8.49 B

**BAKED GOODS**

CKY CHOC CHP 45CT 5.00 B

**DELI**

LRG CROISSANT TRAY 54.99 B

TAX EXEMPTION 4.63-  
BAL 76.97

VF VS XXXXXXXXXXXXX0054 76.97

CHANGE NUMBER OF ITEMS = 4  
6/22/19 08:46 1791 03 0030 0562

TOTAL SAVINGS COULD BE APPROX \$ 2.00  
Join the Safeway Club today.

Membership is Free and Instant!

YOUR CASHIER TODAY WAS JEANNE

LET US HEAR FROM YOU!  
1-877-723-3929 or visit SAFEWAY.COM

SAFeway STORE #1791  
1535 Main Street  
Windsor, Co. 80550  
970-674-1177

EFT CREDIT SALE 06/22/15 08:45  
CARD # XXXXXXXXXXXXX0054  
REF:1506220 AUTH:00022555

PAYMENT AMOUNT 76.97

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
01	411	6214		Beaver Run-CML lodging/Melendez	300.42
01	411	6214		Beaver Run-CML lodging/Baker	300.42
01	411	6214		Beaver Run-CML lodging/Morgan	300.42
01	418	5137		Beaver Run-CML lodging/McCargar	291.42
01	418	5137		Beaver Run-CML lodging/McCargar	91.80
01	411	6214		Beaver Run-CML lodging/Vazquez	496.74
19	486	6267		Safeway - lunch for DC/DDA/Library facilitation	76.97
01	411	6214		Beaver Run-CML lodging/Baker - return	291.42
<b>TOTAL</b>					1856.08



Volume 3, Issue 6 June 2015

## Windsor DDA Revenue

Windsor Downtown  
Development  
Authority

Windsor DDA Revenue Summary June 30, 2015	Collections	Budget	% of Budget
Property Tax Mill Levy	\$9,550	\$11,566	82.57%
Incremental Property Tax	\$9,347	\$14,326	65.25%
Interest	\$1	\$5	20.00%
Town of Windsor Funding	\$135,000	\$270,000	50.00%
<b>Total</b>	<b>\$153,898</b>	<b>\$295,897</b>	<b>52.01%</b>

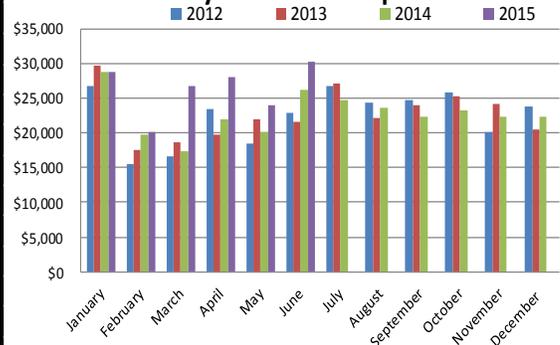
## Windsor DDA Expenditures

Windsor DDA Expenditures Summary June 30, 2015	Expenditures	Budget	% of Budget
<b>Operations</b>			
Office Supplies	\$80	\$500	16.00%
Public Relations/Advertising	\$15,321	\$25,000	61.28%
Board Development	\$340	\$4,000	8.50%
Dues/Fees/Subscriptions	\$1,062	\$770	137.92%
Special Equipment	\$780	\$20,000	3.90%
Street Repair/Maintenance	\$0	\$1,500	0.00%
Travel/Mileage	\$0	\$150	0.00%
Liability Insurance	\$0	\$2,053	0.00%
Legal Services	\$1,052	\$10,000	10.52%
Contract Services	\$81	\$46,500	0.17%
Postage	\$50	\$350	14.29%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$3,198	\$20,000	15.99%
Façade Program	\$0	\$160,000	0.00%
Administrative Transfer	\$2,500	\$5,000	50.00%
<b>Operations Total</b>	<b>\$24,464</b>	<b>\$296,323</b>	<b>8.26%</b>
<b>Grand Total</b>	<b>\$24,464</b>	<b>\$296,323</b>	<b>8.26%</b>

### Special points of interest:

- June 2015 (3.95% rate) sales tax collections were \$4,061 above June 2014 (3.2% rate) sales tax collections.
- Revenue is just above budgeted at the end of June 2015 at 52.01%, as we should see 50% of the revenue through the sixth month of the year.
- 2015 expenditures are under the six month benchmark with only 8.26% 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

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### MEMORANDUM

**Date:** August 19, 2015  
**To:** Downtown Development Authority Board of Directors  
**From:** Patti Garcia, Assistant to Town Manager/Town Clerk  
**Re:** Breast Friends Funding Request  
**Item #:** G.

**Background / Discussion:**

Staff was advised on Wednesday, August 12 that the Breast Friends event was upcoming and that there may be a request for funds for the event. Pursuant to information from Bob Winter, it was found that the event has been scheduled for September 2015. Staff has not been informed of the amount of the request or what it would cover for 2015.

At the 2014 meeting at which Breast Friends requested and received funding for the Foot Steps to Hope 5k run/walk, they were directed that future requests would require financial statements and accounting for review and prior to the funding request. The financial statement and profit & loss statement was received on Friday, August 14, 2015 and is attached to this memo. A brief review denotes event expenses of \$3,246.89 of which the DDA provided \$3,000.

When taking the request under consideration, the DDA board may want to ask:

- Names of other organizations that contribute financially to the event and the amount of their contribution;
- Names of other organizations that provide in-kind services for the event and the amount; and
- What the event organizers are doing to help establish the event to make it more self-sufficient or require less outside funding.

The DDA budgeted \$25,000 for Public Relations/Advertising in 2015; there is a current balance of \$7,298 with future payments totaling approximately \$3,100 for the DDA webskin, website maintenance, Pro Challenge mug art and help with preparing for Windsor Wonderland (stuff bags) would leave a balance in the account of \$4,198.

**Attachments:**

Financial report  
P&L statement

4:46 PM

**Breast Friends Cancer Support Group**

08/12/15

**Profit & Loss**

Accrual Basis

January through December 2014

	<u>Jan - Dec 14</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Direct Public Support	11,389.39
Fundraising Income	5,555.00
	<hr/>
<b>Total Income</b>	16,944.39
<b>Expense</b>	
Accounting Fees	300.00
Cards & Flowers	890.10
Computer and Software	143.79
Event Expenses	3,246.89
Gifts	963.47
Insurance - Liability, D and O	300.00
Marketing	1,556.87
Meals and Entertainment	378.50
Membership and Dues	110.00
Office Supplies	950.00
Postage, Mailing Service	325.09
Printing and Copying	2,793.50
Supplies	3,803.61
Taxes	0.00
	<hr/>
<b>Total Expense</b>	15,761.82
	<hr/>
<b>Net Ordinary Income</b>	1,182.57
	<hr/>
<b>Net Income</b>	<u>1,182.57</u>

4:48 PM

08/12/15

**Breast Friends Cancer Support Group  
Transaction Detail By Account**

Accrual Basis

January through December 2014

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>Fundraising Income</b>								
Deposit	10/01/2014				Fundraiser 2014		750.00	750.00
Deposit	10/14/2014				Depcsit		3,000.00	3,750.00
Deposit	10/27/2014				Deposit		1,805.00	5,555.00
<b>Total Fundraising Income</b>						0.00	5,555.00	5,555.00
<b>Event Expenses</b>								
Check	09/03/2014	1017		Timberline		100.00		-100.00
Check	09/05/2014	1019		Arapahoe Rental		111.89		-211.89
Check	09/12/2014			Front Rage Event R...		285.95		-497.84
Check	09/24/2014	1021		Franklin Tagait		300.00		-797.84
Check	10/09/2014			SamsClub	tent	214.68		-1,012.52
Check	10/09/2014	1023		Timberline	footsteps to hope	458.00		-1,470.52
Check	10/09/2014			Walmart	tent	425.96		-1,896.48
Check	12/01/2014	1030		Martin Hay	reimbursement Footsteps	1,350.41		-3,246.89
<b>Total Event Expenses</b>						3,246.89	0.00	-3,246.89
<b>TOTAL</b>						<b>3,246.89</b>	<b>5,555.00</b>	<b>2,308.11</b>



## MEMORANDUM

**Date:** August 19, 2015  
**To:** DDA Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Patti Garcia, Town Clerk/Assistant to Town Manager  
**Re:** Revised 2016 DDA Budget Calendar  
**Item #:** H.

### **Background / Discussion:**

The Windsor DDA will be considering the 2016 budget at their meeting on November 18, 2015. Prior to that, the DDA board will need to present their proposed budget to the Town Board for review. The presentation at the Town Board Work Session has been moved to September 21, 2015:

September 16, 2015 – DDA work session  
Budget & mill levy discussion

September 21, 2015 – Town Board Work Session (tentative)  
Presentation of DDA budget to the Town Board

October 14, 2015 – DDA regular meeting  
Review of final draft of DDA budget

November 18, 2015 – DDA regular meeting  
Adopt 2016 DDA budget

November 23, 2015 – Town Board Meeting  
Public hearing & consideration of Town of Windsor 2016 budget, including DDA



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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### MEMORANDUM

**Date:** August 19, 2015  
**To:** Downtown Development Authority Board of Directors  
**From:** Patti Garcia, Assistant to Town Manager/Town Clerk  
**Re:** Administrative Grant Submittal – Library Scope of Work & Feasibility  
**Item #:** I.

**Background / Discussion:**

In order to continue moving forward with identifying locations for the relocation of the library, staff has prepared the attached Letter of Proposal and Scope of Work which, once finalized, will be submitted to the Department of Local Affairs as a request for a \$25,000 Administrative Planning Grant. The grant funds must be matched and, since partnerships strengthen the application, staff will be talking to the Library and the Town of Windsor to gauge their interest in participating in the \$25,000 match.

There are items identified in the letter and scope which are still under discussion; those items are listed in red.

The DDA currently has a balance of \$46,419 in their 2015 budget contract services line item. Estimated costs for the matching grant are as follows:

- DDA + one partner - \$12,500 each
- DDA + two partners - \$8,333 each

**Attachments:**

Letter of Proposal  
Scope of Work



## SCOPE OF PROJECT

### SCOPE OF WORK AND FEASIBILITY STUDY RELOCATION OF CLEARVIEW LIBRARY TO THE **WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY AREA**

Date TBD

The Downtown Development Authority will request that qualified consultants submit a proposal to complete a scope of work and feasibility study for the relocation of the Clearview Library to the **Windsor Downtown Development Authority Area**. The study will determine feasibility of the proposed locations, identification of other community uses and services, and estimate of probable redevelopment costs.

#### Scope of Project:

Task 1: Develop proposed library scope

Tour of at least two libraries referenced in the DDA Area Library Study dated June 22-23, 2015. The task will include a project narrative that describes the design intent with regards to overall building program. The project narrative will include a description of flexibility of the space, furniture, casework, room finishes, ceiling height and lighting requirements for each space within the Library. This task will include a comprehensive numerical program itemizing the number of spaces and square foot requirements for the various spaces described in the project narrative.

Task 2: Feasibility of identified locations

Using the information from Task 1, create conceptual designs for each of the **four proposed sites**. Each option to include the best parking layout that achieves parking goals, computer generated massing study, diagrammatic building plans and a context plan showing the projects relationship to the neighborhood context.

Task 3: Identification of other community uses and services

Based on the feasibility of the locations, identify other community uses and services (senior center, cultural center, etc.) that could be included in the project. This task will include potential uses and services that would help achieve community-wide goals.

Task 4: Recommendation of one preferred location and one alternate location

Through the evaluation of information obtained in Tasks 1, 2 and 3, the DDA Area Library Study and any and all information reviewed and obtained through this process; provide a recommendation of one preferred location and one alternate location. The recommendation is to include supporting documentation, analysis and/or rationale for the recommendation.

Task 5: Redevelopment cost estimates

Provide cost estimates for the following:

- Estimate of probable redevelopment costs including purchase of property or properties, demolition of structure(s) on site(s) and projected building costs.



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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August 19, 2015

Mr. Don Sandoval  
Department of Local Affairs  
150 E. 29th St., Ste. 215  
Loveland, CO 80538  
[don.sandoval@state.co.us](mailto:don.sandoval@state.co.us)

Mr. Sandoval:

The Windsor Downtown Development Authority (DDA), **in partnership with the Town of Windsor (Town) and the Clearview Library District (Library)**, is requesting an Administrative Grant of \$25,000 for the completion of a Scope of Work and Feasibility for the relocation of the Windsor/Severance Library to the DDA area. The current library was built in 1997 with 13,000 square feet and expanded in 2009 to 17,000 square feet. The parking lot has space for 47 cars, three of which are designated as handicapped parking. Visitors to the library have increased over the years; in 2008 the door count was 135,135 with an increase in 2012 of 215,101 which is an increase of 59.17%. It is not possible to expand the current facility without reducing the number of parking spaces and requiring patrons to park on neighborhood streets.

The Town and the DDA have partnered with the Library to investigate the feasibility of the library moving into downtown Windsor. The library surveyed their patrons in early-2015 and found that the highest number of respondents reported they would be more likely to visit the library if it was in the downtown area. In June, 2015, the DDA and the Library retained Downtown Colorado, Inc. (DCI) for technical assistance to determine interest of both parties for the relocation the library into downtown Windsor. The DDA and Library partnered on the effort and paid equal amounts to DCI for their work. The attached DDA Area Library Study acknowledges the mutual interest to pursue locating the Library in the DDA area.

Through the Feasibility Study, the goal is to investigate **four** proposed sites for library relocation in downtown Windsor including the identification of other potential community uses and services that could be associated with the project. The DDA identified exploring options for library placement in their 2014-2015 Strategic Action Plan in order to promote and support private and public development and to promote the quality of life in Downtown Windsor.

The attached proposed scope of work includes and is not limited to the following tasks: project narrative based on information from Louisville Public Library, Anythink Library Brighton and Anythink Library Wright Farms; feasibility of the **four** proposed locations; identification of other community uses and services; and opinion of probable redevelopment costs. The Library is supportive of the DDA's efforts in conducting a Feasibility Study and will continue to be included in the Feasibility Study process.



## WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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The DDA is requesting a matching grant of \$25,000 from the Department of Local Affairs for a total of \$50,000 to complete the Study. **The \$25,000 in funding will be shared equally through the partnership of the DDA, Town of Windsor and the Clearview Library District???**

Once an award letter is received from DOLA, the DDA and the Town of Windsor will send out a request for proposal with bids due within 30 days. The selection of a firm to conduct the study will coincide closely with the signing of the contract by DOLA so the project can begin as soon as funding is secured.

Thank you for your consideration of our request.

Respectfully,

Bob Winter, Chair  
Windsor Downtown Development Authority

Attachments: DDA Area Library Study, June 22-23, 2015 (Downtown Colorado Inc.)  
Scope of Work

DRAFT