



## 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

November 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 October 21, 2015 Board of Directors Meeting – M. Walter
- F. Report of Bills and Financial Report – P. Garcia
- G. Legal Services – J. Liley
  - Status of Survey/Title Work of DDA property
- H. Snow Removal Plan – T. Walker
- I. No Parking on Main Street 2 am – 5 am – T. Walker
- J. Report from Sub-Committees
  1. Marketing Committee
    - Small Business Saturday – Saturday, November 28, 2015 – K. Melendez
    - Windsor Wonderland – Saturday, December 5, 2015 – K. Melendez
  2. Beautification Committee
  3. Parking Committee
- K. Communications
  - Status of Executive Director Search - P. Garcia
  - Status of Request for Proposal - Library Feasibility Project – P. Garcia
- L. The News on the Street is . . .
- M. Adjourn



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**BOARD OF DIRECTORS MEETING**

**October 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 Petersen (excused)
	Kristie Melendez
	Dean Koehler (arrived at 7:40)
	Sean Pike
	Jason Schaeffer (arrived at 7:36)

Also present:

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

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

**Board member Melendez motioned to approve the agenda as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

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

E. Approval of Minutes from the September 16, 2015 Board of Directors Meeting – M. Walter

**Vice Chairman Stauss motioned to approve the minutes as presented; Board member Melendez seconded the motion. Roll call on the vote resulted as follows:**

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

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

Town Clerk Garcia presented the report of bills and financial report.

**Vice Chairman Stauss motioned to approve the report of bills as presented; Board member Pike seconded the motion. Roll call on the vote resulted as follows:**

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

G. Resolution No. 2015DDA-01 - A Resolution of the Board of Directors of the Windsor Downtown Development Authority Recommending to the Town Board of the Town of Windsor the Determining and Fixing of the Mill Levy for the Windsor Downtown Development Authority for the Fiscal Year Ending December 31, 2016 – P. Garcia

**Board member Melendez motioned to approve Resolution No. 2015DDA-01 as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**



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

**Nayes - None. Motion carried.**

- H. Resolution No. 2015DDA-02 – A Resolution of the Board of Directors of the Windsor Downtown Development Authority Approving and Recommending to the Town Board of the Town of Windsor the Budget of the Estimated Amounts Required to Pay the Expenses of Conducting the Business of Said Authority, and the Appropriation of Funds therefor, for the Fiscal Year Ending December 31, 2016 – P. Garcia

**Vice Chairman Stauss motioned to approve Resolution No. 2015DDA-01 as presented; Board member Melendez seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

- I. Consideration of Legal Services Agreement with Liley Law Offices, LLC – J. Liley

Mr. Liley informed the board of a billing error in regards to Lucia Liley's rate. Going forward, the rate will be billed correctly. He also stated they are excited to continuing working with the DDA and are offering very competitive rates based on their knowledge and experience with other DDAs.

Ms. Melendez recommended the DDA board look into possibly hiring an additional attorney whose business is in DDA boundaries; Wick & Trautwein LLC. She stated they could still utilize Liley Law Offices, LLC as DDA specific legal counsel, but having an attorney in the Town of Windsor, and specifically the DDA boundary may be beneficial. The board agreed to sign the contact with Liley Law Offices and also look into other local options.

**Board member Koehler motioned to approve the contact with Liley Law Offices, LLC as presented and also look into other local law firms; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**

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

**Nayes - None. Motion carried.**

- J. Legal Services – J. Liley

- Status of Survey/Title Work of DDA Property

Mr. Liley reported to the board that no new information came from the title search of the DDA property or neighboring lots. He discussed with the board and Town Manager Arnold regarding different options for next steps. Ultimately, Town Manager Arnold requested him to get in contact with Town's legal counsel and decide on the next steps. Board agreed and requested Mr. Liley to report with more information.

- Façade Improvement Program policies

Mr. Liley presented the board with an amendment to section V of the Façade Improvement Policy; *The amount of the DDA's funding of a façade improvement project through the FGP shall be a maximum of 25% of the total cost of eligible façade improvements made to all eligible facades (as eligibility is determined by Policy III above), up to a maximum amount of \$20,000 per eligible façade. For example, if a project consists of two eligible facades and the project owner has expended \$100,000 on eligible improvements for the first façade and \$60,000 for the second façade, the project owner would be eligible to receive a total of \$40,000 in FGP funding (\$20,000 per eligible façade), as the cumulative cost of eligible improvements equaled \$160,000.* Mr. Liley explained the update and offered to answer any additional questions. Ms. Garcia stated with board approval she could amend the policy.



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Board member Melendez motioned to approve the Façade Improvement Program amendment; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

**Nays - None. Motion carried.**

### K. Report from Sub-Committees

#### 1. Marketing Committee

- Small Business Saturday – K. Melendez  
Ms. Melendez reminded board of Small Business Saturday on November 28, 2015.
- Windsor Wonderland – Saturday, December 5, 2015 - K. Melendez  
Ms. Melendez stated the Winter Wonderland committee is continuing to meet and plan the event. She will report back with additional information when available.
- Ms. Melendez requested the board approve \$450 for a half page ad in the Windsor Now for their 125<sup>th</sup> anniversary commemorative paper as well as online. Ms. Melendez stated they would work on the ad during their next marketing committee meeting.  
**Board member Koehler motioned to approve \$450 for the half page ad in the Windsor Now; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:**  
**Yeas – Winter, Stauss, Melendez, Koehler, Pike, Shaeffer**  
**Nays - None. Motion carried.**
- Ms. Melendez suggested the board look into hosting a Chamber After Hour's event in the coming year. They may be able to use the Old Town Hall as a location. The chamber suggested to her that some of the DDA businesses remain open late for people to shop during the event. Board discussed this opportunity and agreed to host an event in early 2016 and have the marketing committee coordinate with the Chamber.

#### 2. Beautification Committee

No report.

#### 3. Parking Committee

No report.

### L. Communications

- DCI Annual Conference/Durango Debrief – J. Shaeffer & K. Melendez  
Board member Shaeffer and Melendez shared information and their experience from the DCI Annual Conference with the other board members.
- Status of Executive Director Search – P. Garcia  
Ms. Garcia informed the board that interviews were scheduled for November 6, 2015. There are four candidates; three individuals and one contractor.
- Request for Proposal – Library Feasibility Project – P. Garcia  
Ann Kling hosted a library walk through on Oct 20, 2015 for any one that was interested in submitting an RFP. The deadline to turn in the RFP is Oct 30, 2015. After the deadline, The Town, DDA Board and Library Board will meet to decide on the next steps.
- Ms. Garcia followed up with the board on their request to meet with the Town Board during a work session to discuss the IGA and future relationships between Town and DDA. The



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board discussed and agreed to setup something in early 2016, once an executive director started. Ms. Garcia agreed to look at the Town Board's schedule in January, 2016 and report back to the board with a work session date.

M. The News on the Street is....

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

N. Adjourn

**Vice Chairman Stauss motioned to adjourn the meeting at 8:51 a.m.; Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:**

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

**Nays - None. Motion carried.**

*Megan Walter*

Megan Walter, Customer Service Supervisor

DRAFT



Volume 3, Issue 9 September 2015

## Windsor DDA Revenue

Windsor Downtown  
Development  
Authority

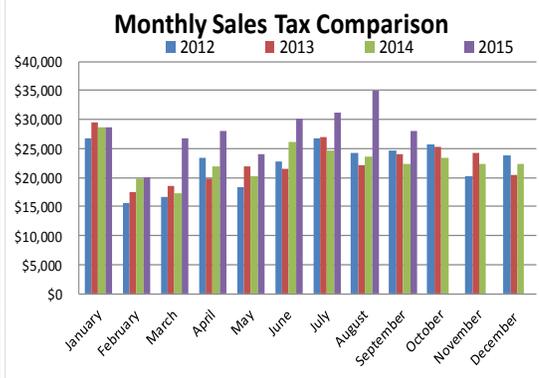
Windsor DDA Revenue Summary September 30, 2015	Collections	Budget	% of Budget
Property Tax Mill Levy	\$11,316	\$11,566	97.84%
Incremental Property Tax	\$11,067	\$14,326	77.25%
Interest	\$9	\$5	180.00%
Town of Windsor Funding	\$202,500	\$270,000	75.00%
<b>Total</b>	<b>\$224,892</b>	<b>\$295,897</b>	<b>76.00%</b>

### Special points of interest:

- September 2015 (3.95% rate) sales tax collections were \$5,666 above September 2014 (3.2% rate) sales tax collections.
- Revenue is just above budgeted at the end of September 2015 at 76.00%, as we should see 75% of the revenue through the ninth month of the year.
- 2015 expenditures are under the nine month benchmark with only 11.62% of the budget expended.

## Windsor DDA Expenditures

Windsor DDA Expenditures Summary September 30, 2015	Expenditures	Budget	% of Budget
<b>Operations</b>			
Office Supplies	\$80	\$500	16.00%
Public Relations/Advertising	\$18,403	\$25,000	73.61%
Board Development	\$776	\$4,000	19.40%
Dues/Fees/Subscriptions	\$1,404	\$770	182.34%
Special Equipment	\$780	\$20,000	3.90%
Street Repair/Maintenance	\$300	\$1,500	20.00%
Travel/Mileage	\$0	\$150	0.00%
Liability Insurance	\$0	\$2,053	0.00%
Legal Services	\$3,078	\$10,000	30.78%
Contract Services	\$81	\$46,500	0.17%
Postage	\$128	\$350	36.57%
Printing/Binding	\$0	\$500	0.00%
Study Review/Consultant	\$5,653	\$20,000	28.27%
Façade Program	\$0	\$160,000	0.00%
Administrative Transfer	\$3,750	\$5,000	75.00%
<b>Operations Total</b>	<b>\$34,433</b>	<b>\$296,323</b>	<b>11.62%</b>
<b>Grand Total</b>	<b>\$34,433</b>	<b>\$296,323</b>	<b>11.62%</b>



## 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

# Accounts

## Transactions by Account

User: sswanson  
 Printed: 11/12/2015 -  
 Batch: 00000.00.000

**DATED: 10/17-11/06/15**



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

Account	Vendor	Description	GL Date	Check No	Amount	PO No
19-486-6210-000	WINDSOR HARDWARE, LLC	DDA-CABLE TIES FOR SIGNS	10/09/2015	74890	17.99	
		<b>Vendor Subtotal for Department:486</b>			<b>17.99</b>	
19-486-6213-000	THE GREELEY TRIBUNE	DDA TOP PAGE	10/15/2015	74828	248.00	
19-486-6213-000	THE GREELEY TRIBUNE	DDA WEBSKIN	10/15/2015	74828	85.00	
19-486-6213-000	THE GREELEY TRIBUNE	DDA WEBSKIN	11/05/2015	74977	85.00	
19-486-6213-000	THE GREELEY TRIBUNE	DDA PAGE TOP	11/05/2015	74977	248.00	
		<b>Vendor Subtotal for Department:486</b>			<b>666.00</b>	
19-486-6213-000	KAILLEE MELENDEZ	DDA WEBSITE & NEWSLETTER 9/15	10/29/2015	74920	75.00	
		<b>Vendor Subtotal for Department:486</b>			<b>75.00</b>	
19-486-6213-000	BREAST FRIENDS SUPPORT GROUP	FUNDING FOR FOOTSTEPS & HOPE	10/29/2015	74921	3,000.00	
		<b>Vendor Subtotal for Department:486</b>			<b>3,000.00</b>	
19-486-6214-000	DOWNTOWN COLORADO, INC	PRE-CONFERENCE DINNER	11/05/2015	74949	90.00	
		<b>Vendor Subtotal for Department:486</b>			<b>90.00</b>	
19-486-6263-000	RESERVE ACCOUNT	POSTAGE	10/29/2015	74893	50.00	

					<b>Vendor Subtotal for Department:486</b>		<b>50.00</b>
19-486-6270-000	P & L PROPERTIES, LLC	DDA-FACADE IMPROVEMENT GRAI	11/02/2015	74931		60,000.00	
19-486-6270-000	P & L PROPERTIES, LLC	DDA- LESS LEGAL FEES TO LILEY L	11/02/2015	74931		-931.50	
					<b>Vendor Subtotal for Department:486</b>	<b>59,068.50</b>	
					<b>Subtotal for Fund: 19</b>	<b>62,967.49</b>	
					<b>Report Total:</b>	<b>62,967.49</b>	



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

<b>Finance Department</b>	
Vendor #	102394
Obligation #	

## PAYMENT REQUEST

INVOICE NUMBER: 109954/4	
VENDOR: Ace Hardware	
DBA:	
(IF OTHER THAN VENDOR)	
Address:	
	DDA EXPENSE
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/2/15	Patti Garcia		

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6210	000	Cable ties for "did you know" signs	17.99
<b>TOTAL</b>					<b>\$17.99</b>

POSTED



THANK YOU FOR SHOPPING AT  
 Windsor Ace Hardware  
 1245 MAIN  
 WINDSOR CO. 80550  
 Ace # 14194  
 (970) 686-1470

www.Windsor-Ace.Com  
 Find us at Facebook!

THANK YOU FOR SHOPPING WINDSOR ACE  
 10/02/15 8:19AM AT 623 SALE

8001823 1 EA 17.99 EA N  
 TIES CABLE 14' ECH 100PK 17.99

SUB-TOTAL: 17.99 TAX: .00  
 CHARGE AMT: 17.99 TOTAL: 17.99  
 Total Items: 1



==> JRN#CG2492 11/109954/4 <==  
 CUST # 400285  
 ACE REWARDS ID # 19722449975



*Test Go*

Var: X  
 SELECT "ADD A NAME"  
 Acct: TOWN OF WINDSOR  
 PO#: PATTI ID #10141







For information or questions regarding your bill, please call our Customer Service Department at (800) 275-0321 ext 11122 or email us at blittle@greeleytrib.com

PO Box 1888  
Carson City, NV 89702

Account Manager:

Account Name	Account Number	Invoice Date	Invoice Number	Amount Due
Windsor, Town of	1083665	9/6/15	4299869	\$248.00

Date	Publication	AD#	Description / PO#	Units	Runs	Amount
9/6/15	WN	11482643	DDA Page Top	6x3.25	1	\$ 248.00



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

<b>Finance Department</b>	
Vendor #	<b>105741</b>
Obligation #	

## PAYMENT REQUEST

<b>INVOICE NUMBER:</b> 11482640	<b>Notes:</b>
<b>VENDOR:</b> Greeley Tribune, The	
<b>DBA:</b> Greeley Tribune (IF OTHER THAN VENDOR)	
<b>Address:</b> P.O. Box 1690 Greeley, CO 80632	
<b>Phone:</b>	
<b>Fax:</b>	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
9/6/15	Krystal Eucker		<i>PS</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6213	000	DDA Webskin	85.00
<b>TOTAL</b>					85.00

POSTED

**Return to Stacey in Finance**



For information or questions regarding your bill, please call our Customer Service Department at (800) 275-0321 ext 11122 or email us at blittle@greeleytrib.com

PO Box 1888  
Carson City, NV 89702

Account Manager:

Account Name	Account Number	Invoice Date	Invoice Number	Amount Due
Windsor, Town of	1083665	9/6/15	4299866	\$85.00

Date	Publication	AD#	Description / PO#	Units	Runs	Amount
9/6/15	WN	11482640	Webskin - DDA	1x4.25	1	\$ 85.00



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

<b>Finance Department</b>	
Vendor #	<b>105741</b>
Obligation #	

## PAYMENT REQUEST

INVOICE NUMBER: 11561180	Notes:
VENDOR: Greeley Tribune, The	
DBA: Greeley Tribune (IF OTHER THAN VENDOR)	
Address: P.O. Box 1690 Greeley, CO 80632	
Phone:	<b>DDA EXPENSE</b>
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/4/2015	Krystal Eucker		<i>PS</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213	000	DDA Webskin	85.00
<b>TOTAL</b>					<b>85.00</b>

POSTED

**Return to Stacey in Finance**

Account Name	Account Number	Billing Period	Invoice Number			
Windsor, Town of	1083665	10/01/15 - 10/31/15	10836651004152			
Payments/Credits	Current	30 Days	60 Days	90 Days	120 Days	Total Amount Due
0.00	85.00	0.00	0.00	0.00	0.00	85.00

DATE	PUBLICATION	AD#	PO# / DESCRIPTION / INSERT IDENTIFIER	UNITS	RUNS	AMOUNT
10/4	Ad Type: Internet WNI	11561180	Webskin- DDA		1	85.00

To review our full terms and conditions, please visit [www.swiftcom.com/tac](http://www.swiftcom.com/tac)



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

<b>Finance Department</b>	
Vendor #	<b>105741</b>
Obligation #	

## PAYMENT REQUEST

<b>INVOICE NUMBER: 11560825</b>	<b>Notes:</b>
<b>VENDOR: Greeley Tribune, The</b>	
<b>DBA: Greeley Tribune</b>	
(IF OTHER THAN VENDOR)	
<b>Address: P.O. Box 1690</b>	
<b>Greeley, CO 80632</b>	
<b>Phone:</b>	
<b>Fax:</b>	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/4/2015	Krystal Eucker		<i>PS</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213	000	DDA Page Top	248.00
				<b>TOTAL</b>	<b>248.00</b>

POSTED

**Return to Stacey in Finance**



For information or questions regarding your bill, please call our Customer Service Department at (970) 392-5643 or email us at delarson@greeleytribune.com.

Account Manager: Shane Fanning GT71 970-352-0211 sfanning@greeleytribune.com

Account Name		Account Number		Billing Period		Invoice Number	
Windsor, Town of		1083665		10/01/15 - 10/31/15		1083665100415	
Payments/Credits	Current	30 Days	60 Days	90 Days	120 Days	Total Amount Due	
0.00	248.00	0.00	0.00	0.00	0.00	248.00	

DATE	PUBLICATION	AD#	PO# / DESCRIPTION / INSERT IDENTIFIER	UNITS	RUNS	AMOUNT
10/4	Ad Type: Display WN	11560825	DDA Page Top	6 x 3.25	1	248.00

To review our full terms and conditions, please visit [www.swiftcom.com/tac](http://www.swiftcom.com/tac).



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

<b>Finance Department</b>	
Vendor #	<b>107149</b>
Obligation #	

## PAYMENT REQUEST

<b>INVOICE NUMBER: 005</b>	Notes:
<b>VENDOR: Kailee Melendez</b>	
<b>DBA: Kailee Melendez</b> (IF OTHER THAN VENDOR)	
<b>Address: 2931 Eindborough Dr</b> Fort Collins, CO 80525	
<b>Phone: 970-217-6277</b>	<b>DDA EXPENSE</b>
<b>Fax:</b>	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/15/15	Krystal Eucker		<i>PS</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Website Updates and Newsletter 9/15/15-10/15/15	75.00
<b>TOTAL</b>					75.00

POSTED

**Return to Stacey in Finance**

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**KAILEE MELENDEZ**

**INVOICE**

970-217-6277  
kaileeann22@gmail.com

2931 Eindborough Dr.  
Fort Collins, CO  
80525

Attention: Patti Garcia  
Assistant to the Town Manager/ Town Clerk  
Town of Windsor | Administrative & Customer Service  
301 Walnut Street  
Windsor, CO 80550  
Date: 10/15/15

Project Title: Website and Social Media Management  
Invoice Number: 005  
Project Term: 9/15/15 to 10/15/15  
Terms: 30 Days

Description	Quantity	Unit Price	Cost
Website Updates	1	\$ 25	\$ 25
Newsletters	2	\$ 25	\$ 50
		Subtotal	\$ 75
		Total	\$ 75

Thank you for your business!

Sincerely yours,

Kailee Melendez



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

<b>Finance Department</b>	
Vendor #	107150
Obligation #	

## PAYMENT REQUEST

INVOICE NUMBER: 8.19.2015	Notes:
VENDOR: Breast Friends	
DBA: Breast Friends Support Group (IF OTHER THAN VENDOR)	
Address: P.O. Box 294 Windsor, CO 80550	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/27/2015	Krystal Eucker		<i>PS</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6213	000	Funding for Footsteps to Hope Event	3,000.00
<b>TOTAL</b>					<b>3,000.00</b>

POSTED

Return to **Stacey** in Finance



**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

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 (absent)

Also present:	Communications/Asst to TM	Kelly Unger
	Town Clerk/Asst to TM	Patti Garcia
	Town Manager	Kelly Arnold
	Customer Service Supervisor	Megan Walter

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

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

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

Nayes - None. Motion carried.

E. Approval of Minutes from the July 15, 2015 Board of Directors Meeting, and August 5, 2015 Special Meeting – M. Walter

Board Member Koehler motioned to approve the minutes as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - 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 report of bills as presented; Vice Chairman Stauss seconded the motion. Roll call on the vote resulted as follows:

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

Nayes - None. Motion carried.

G. Breast Friends 2015 Funding Request

Debbie Martin with Breast Friends presented the board with their 2014 financial statement to fulfill their requirement of last year's funding. Last year's event was a huge success, with a lot of community involvement and support. There were 191 participants which does not include many



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others that weren't able to walk due to treatment. The financial statement presented showed event expenses of \$3,246.89 of which the DDA provided \$3,000. Ms. Martin thanked the board for all their support and requested the DDA to sponsor the Foot Steps to Hope 5K run/walk again this year in September. The event will be partnering with St. Joseph's Mammogram Mobile to give free mammograms this year. Breast Friends has also reached out to support woman in the community with ovarian cancer.

The board reviewed the 2014 financial statements and discussed some of the expenses and last years event. Ms. Melendez questioned Ms. Martin as to any other organizations that contributed financially to the event. She stated that the DDA was their biggest supporter along with some other small local businesses. Ms. Garcia also informed the board that the Town of Windsor has been an in kind supporter, but also likes to see how these types of special events work on becoming self-sufficient for funding.

Ms. Melendez stated that although she was a supporter of the event, she recommends the board be more involved in the event in future years as they are the main financial supporter of funding the event. She wants to make sure that money being contributed by the DDA is benefiting the downtown businesses. There are several organizations that put on events, that need support, but the board needs to determine if this is a useful event to fund based on their goals. The board discussed and determined that they would go ahead and fund this year, but would discuss the event funding and more of a partnership earlier next year. Ms. Melendez also requested that the rack cards be a part of the grab bags for this year's event, and that the DDA logo is on any other marketing/advertising products.

Secretary/Treasurer Petersen motioned to approve the funding of \$3,000 to Breast Friends Footsteps to Hope Event; Board member Pike seconded the motion. Roll call on the vote resulted as follows:

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

### H. 2016 Budget Schedule Revision – P. Garcia

The 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; therefore the DDA board will need to have a work session after the September regular meeting to review their budget.

### I. Administrative Grant Submittal – Library Scope of Work & Feasibility – P. Garcia

In order to continue moving forward with identifying locations for the relocation of the library, staff prepared a 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. The DDA currently has a balance of \$46,419 in their 2015 budget contract services. Estimated costs for the matching grant are 12,500 each for DDA and one partner, or \$8,333 each for DDA and two partners.

Through the Feasibility Study, the goal is to investigate 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



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

<b><u>Finance Department</u></b>	
<b>Vendor #</b>	<b>101452</b>
<b>Obligation #</b>	

## PAYMENT REQUEST

<b>INVOICE NUMBER: 200002209</b>	<b>Notes:</b>
<b>VENDOR: Downtown Colorado, Inc (DCI)</b>	
<b>DBA: Downtown Colorado, Inc (DCI)</b> (IF OTHER THAN VENDOR)	
<b>Address: 1420 Ogden Street, Suite G1</b> Denver, CO 80218	
<b>Phone:</b>	
<b>Fax:</b>	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
10/20/2015	Krystal Eucker		<i>PSi</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6214	000	Pre-Conference Network Dinner X 2	90.00
<b>TOTAL</b>					<b>90.00</b>

POSTED

**Return to Stacey in Finance**

Downtown Colorado, Inc.  
1420 Ogden Street  
Suite G-1  
Denver, CO 80218

19-480-6214 / 101452

Downtown Colorado, Inc.

# Invoice

Date	Invoice #
10/20/2015	200002209

<b>Bill To</b>
Pattie Garcia Town of Windsor 301 Walnut Street Windsor, CO 80550 United States

<b>Ship To</b>
Pattie Garcia Town of Windsor 301 Walnut Street Windsor, CO 80550 United States

PO Number	Terms	Due Date
	Due on receipt	10/20/2015

Qty	Description	Price	Totals
1	2015 Pre-Conference Networking Dinner - Jason Schaefer	\$45.00	\$45.00
1	2015 Pre-Conference Networking Dinner - Joanna Schaefer	\$45.00	\$45.00
<b>Sub-Total</b>			\$90.00
<b>Total</b>			\$90.00
<b>Balance Due</b>			\$90.00

PURCHASE/PAYMENT APPROVAL

103962

VENDOR: PITNEY BOWES RESERVE ACCOUNT  
RESERVE ACCOUNT  
PO BOX 223648  
PITTSBURGH, PA 15250-2648

ACCOUNT # 44120491  
DATE: October 28, 2015

ALL SPLIT: \$5,000.00  
ADDITIONAL:  
TOTAL DUE: \$5,000.00

FUND/ DEPT.	FUNC.	DEPARTMENT	%	DESCRIPTION	AMOUNT
01-410	6263	Town Clerk	3.00%	paid ahead postage	\$150.00
01-412	6263	Court Clerk	2.00%	paid ahead postage	\$100.00
01-413	6263	Administration	1.00%	paid ahead postage	\$50.00
01-419	6263	Planning & Zoning	2.00%	paid ahead postage	\$100.00
01-421	6263	Police	16.00%	paid ahead postage	\$800.00
01-430	6263	Public Works	3.00%	paid ahead postage	\$150.00
01-431	6263	Engineering	3.00%	paid ahead postage	\$150.00
01-451	6263	Recreation	15.00%	paid ahead postage	\$750.00
05-490	6263	Seniors/CRC	12.00%	paid ahead postage	\$600.00
01-456	6263	Cultural Affairs/Museum	1.00%	paid ahead postage	\$50.00
01-454	6263	Parks	4.00%	paid ahead postage	\$200.00
06-471	6263	Water	12.00%	paid ahead postage	\$600.00
07-481	6263	Sewer	3.00%	paid ahead postage	\$150.00
01-420	6263	Economic Development	1.00%	paid ahead postage	\$50.00
19-486	6263	DDA	1.00%	paid ahead postage	\$50.00
01-418	6263	Legal	1.00%	paid ahead postage	\$50.00
01-415	6263	Finance	20.00%	paid ahead postage	\$1,000.00

AMOUNT DUE:

\$5,000.00

*ps*

POSTED