



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

December 16, 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 November 18, 2015 Board of Directors Meeting – M. Walter
- F. Report of Bills, Financial Report and Quarterly Sales Tax Report – P. Garcia
- G. Consideration of Master Agreement for Professional Services with Ayres Associates – J. Liley, P. Garcia
- H. Legal Services – J. Liley
 - Status of Survey/Title Work of DDA property
- I. Report from Sub-Committees
 1. Marketing Committee
 - Windsor Wonderland Debrief – K. Melendez
 - Chamber of Commerce Business After Hours – Tuesday, February 9, 2015 – K. Melendez
 2. Beautification Committee
 3. Parking Committee
- J. Communications
 - Update on Library Feasibility and Building Project – P. Garcia
 - Town Board work session calendar; IGA discussion – P. Garcia
- K. The News on the Street is . . .
- L. Adjourn



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

November 18, 2015 – 7:30 a.m.

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

Minutes

A. Call to Order

Chairman Winter called the meeting to order at 7:33 a.m.

B. Roll Call

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

Also present:

| | |
|-----------------------------|---------------|
| Communications/Asst to TM | Kelly Unger |
| Town Clerk/Asst to TM | Patti Garcia |
| Customer Service Supervisor | Megan Walter |
| Director of Public Works | Terry Walker |
| Streets Foreman | Brian Rowe |
| Chief of Police | John Michaels |
| DDA Executive Director | Matt Ashby |

C. Public Invited to be Heard

Chairman Winter opened the meeting for public comment. Kristin Peratt from the Windsor Now introduced herself and stated she would be the contact at the newspaper.

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; 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.**

E. Approval of Minutes from the October 21, 2015 Board of Directors Meeting – M. Walter

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

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

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

Town Clerk Garcia presented the report of bills and financial report. **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
Nays - None. Motion carried.**



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

G. Legal Services – J. Liley

Board member Melendez informed the board she spoke with Lucia Liley regarding pursuing local legal services and that she was fine with it. Ms. Melendez also stated that she has been in contact with the local firm and is waiting for more information from them. She will report back to board when more information is available.

H. Snow Removal Plan – T. Walker

Terry Walker, Director of Public Works and Brian Rowe, Streets Foreman presented the board with the Town of Windsor's Snow & Ice Control Plan. They informed the board of their processes and procedures for snow removal based on priority levels and severity of the weather. The board was willing to work with the Town's snow plan and help educate local businesses.

I. No Parking on Main Street 3 pm – 5 am – T. Walker / J. Michaels

Public Works felt like there is a lot of sign pollution in the downtown, therefore the no parking signs on Main Street have recently been removed. There haven't been a lot of issues with the parking until a snow storm hits, then the plows have trouble plowing through the downtown, around the parked cars. The Town of Windsor is looking at proposing an emergency snow route instead of hourly parking violations. Chief Michaels asked for boards input on including 4th, 5th, and 6th Street in the emergency snow route. The board discussed the issues and determined they would work with the Town on any recommendations they make, and will help educate local businesses as to any changes.

J. Report from Sub-Committees

1. Marketing Committee

- Small Business Saturday – K. Melendez
Board member Melendez encouraged DDA board members to take advantage of Small Business Saturday even though the board wasn't doing any specific events.
- Windsor Wonderland - K. Melendez
The event is Saturday, December 5, 2015. The committee is still looking for sponsorships and volunteers. Because of all the events planned for this year's Windsor Wonderland, the committee is going to publish a map with all the activities.
- The committee has also purchased biodegradable ornaments that will be available for each DDA business's to give away during the holiday season.
- The marketing committee has begun talking about plans for the Chamber after hour's event. The event will be held on February 9, 2016 at the Art and Heritage Center. She will report back with more information regarding the event as it gets closer.

2. Beautification Committee

No report.

3. Parking Committee

No report.

K. Communications

- Status of Executive Director Search - P. Garcia
Matt Ashby, Ayres Associates attended the meeting. Ms. Garcia stated that a contract is in the works with Ayres Associates for Executive Director services. He introduced himself to the board and stated he was excited and looking forward to working with the DDA and Windsor community.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

Board member Melendez informed the board she is still working on finding a space that would be available for Matt to work out of when he is in Town. She will continue to research the options and get back to the board.

- Status of Request for Proposal – Library Feasibility Project – P. Garcia
The feasibility study is available for review to any interested parties. The library board, Town of Windsor, and DDA will get together on November 20, 2015 at 1 pm to review the applications and discuss any comments.
- Clem McNaney, owner of 520 Main Street turned in an application for the Façade Improvement Program. The board discussed the application and agreed that because the construction was already done and the business was open, the board would have to decline the application due to the policies of their Façade Improvement Program.
- Ms. Garcia presented the board members with an amended budget and explained that the money for the executive director position needs to be moved from wages to contract services. The bottom line would not change; she just needed approval to make the adjustment.

Board member Melendez motioned to approve the amended budget 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.

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

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

M. 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

Nayes - None. Motion carried.

Megan Walter

Megan Walter, Customer Service Supervisor

Accounts Payable

Transactions by Account

User: sswanson
 Printed: 12/10/2015 - 9:46AM
 Batch: 00000.00.0000

DATED: 11/07-12/04/2015

| Account Number | Vendor | Description | GL Date | Check No | Amount | PO No |
|-----------------|------------------------|---|------------|----------|-----------------|-------|
| 19-486-6213-000 | MAIL N COPY | LAMINATE POSTER-DDA | 11/23/2015 | 75096 | 6.80 | |
| | | Vendor Subtotal for Department:486 | | | 6.80 | |
| 19-486-6213-000 | CARD SERVICES | DDA-WEBSITE | 11/13/2015 | 75048 | 40.00 | |
| | | Vendor Subtotal for Department:486 | | | 40.00 | |
| 19-486-6213-000 | KAILEE MELENDEZ | WEBSITE UPDATES | 11/24/2015 | 75140 | 94.00 | |
| | | Vendor Subtotal for Department:486 | | | 94.00 | |
| 19-486-6213-000 | SMART MARKETING, LLC | DDA-PROMO SPORTSPACK | 12/03/2015 | 75211 | 1,371.75 | |
| | | Vendor Subtotal for Department:486 | | | 1,371.75 | |
| 19-486-6214-000 | CARD SERVICES | DDA-DCI CONF LODGING | 11/13/2015 | 75048 | 1,144.48 | |
| | | Vendor Subtotal for Department:486 | | | 1,144.48 | |
| 19-486-6252-000 | LILEY LAW OFFICES, LLC | LEGAL SVCS FACADE AGREEMENT | 12/03/2015 | 75210 | 907.50 | |
| 19-486-6252-000 | LILEY LAW OFFICES, LLC | DDA LEGAL SVCS | 12/03/2015 | 75210 | 630.00 | |
| | | Vendor Subtotal for Department:486 | | | 1,537.50 | |
| | | Report Total: | | | 4,194.53 | |

Welcome

To

Mail N Copy

Store# Clerk ERIC Registered
10/01/2015 11:14:58
Transaction# 448972

* RECEIPT REPRINT *

Reprinted On 11/23/2015 10:21:58
On Customer Account

Number Name

97063673 TOWN OF WINDSOR
TOWN OF WINDSOR

LAMINATION 11X17

3@ 1.70 6.80

SubTotal: 6.80

Standard: Exempt

Balance Due: 6.80

On Account: 6.80

Change 0.00

KELLY - PICKED UP

Signature

Thank You For
Shopping at
Mail N Copy



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

| <u>Finance Department</u> | |
|---------------------------|--------|
| Vendor # | 106373 |
| Obligation # | |

PAYMENT REQUEST

| | |
|------------------------------------|---------------------|
| INVOICE NUMBER: 0054OCT2015 | Notes: <i>Patti</i> |
| VENDOR: CARD SERVICES | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| INVOICE DATE | PROCESSED BY | CARDHOLDER SIGNATURE | DEPT. HEAD APPROVAL |
|--------------|--------------|----------------------|---------------------|
| 10/26/15 | Patti Garcia | | <i>DM</i> |

| BUDGET LINE ITEM | | | | | |
|--------------------|-------|----------|---------|---|-------------------|
| FUND | DEPT. | FUNCTION | PROJECT | DESCRIPTION | TOTAL |
| 01 | 410 | 5137 | | King Soopers – cards/flowers -customer svc wk | 222.81 |
| 01 | 413 | 6217 | | Coloradoan web access | 12.15 |
| 01 | 413 | 6217 | | Greeley Tribune web access | 6.06 |
| 01 | 411 | 6214 | | Dominos/Town Board dinner | 57.14 |
| 01 | 411 | 6214 | | King Soopers-Town Board snacks | 11.18 |
| 01 | 411 | 6214 | | Quiznos/town Board dinner | 53.41 |
| 19 | 486 | 6213 | | Constant Contact – DDA website (Sept & Oct) | 40.00 |
| 01 | 410 | 5137 | | CMCA/CGFOA Conf-M Walter | 225.00 |
| | | | | From page 2 | 1,409.39 |
| GRAND TOTAL | | | | | \$2,037.14 |

POSTED

| BUDGET LINE ITEM | | | | | |
|------------------|-------|----------|---------|--|-----------------|
| FUND | DEPT. | FUNCTION | PROJECT | DESCRIPTION | TOTAL |
| 01 | 410 | 5137 | | Egg & I/Breakfast Customer Service Week | 197.83 |
| 19 | 486 | 6214 | | Strater Hotel/DCI conference – Melendez | 477.00 |
| 19 | 486 | 6214 | | Strater Hotel/DCI conference – Shaeffer | 318.00 |
| 19 | 486 | 6214 | | Strater Hotel/DCI conference | 174.74 |
| 19 | 486 | 6214 | | Strater Hotel/DCI conference | 174.74 |
| 01 | 410 | 6210 | 000 | Staples/credit card paper (see attached) | 67.08 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total Page Two | 1,409.39 |

Patti Garcia

From: Kelly Unger
Sent: Friday, September 25, 2015 8:05 AM
To: Patti Garcia
Subject: FW: Constant Contact Payment Receipt for Kelly Unger

Kelly Unger

Communications/ Assistant to the Town Manager
Town of Windsor | Town Manager's Office
301 Walnut Street | Windsor, CO 80550
Dir: 970-674-2416 | www.windsorgov.com

Follow Us www.windsorgov.com/socialmedia

From: Constant Contact Billing [<mailto:billing@constantcontact.com>]
Sent: Friday, September 25, 2015 12:29 AM
To: Kelly Unger
Subject: Constant Contact Payment Receipt for Kelly Unger

Thank you for your recent payment. Your payment receipt is found below.



Payment Receipt
for September 25, 2015

Windsor Downtown Development Authority
Attn.: Kelly Unger
301 walnut street
Windsor, CO 80550
US
9706742416

Today's Date: September 25, 2015
Payment Date: September 25, 2015
Payment Method: Visa (last 4 digits: 0054)
User Name: kunger@windsorgov.com

Thank you for your payment!

| Description | Amount Paid |
|------------------------------|-------------|
| Payment - Credit Card - 0054 | \$20.00 |

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

Patti Garcia

From: Kelly Unger
Sent: Sunday, October 25, 2015 8:29 AM
To: Patti Garcia
Subject: Fwd: Constant Contact Payment Receipt for Kelly Unger

Sent from my iPhone. Please excuse any typos.

Begin forwarded message:

From: Constant Contact Billing <billing@constantcontact.com>
Date: October 25, 2015 at 3:32:05 AM MDT
To: <kunger@windsorgov.com>
Subject: Constant Contact Payment Receipt for Kelly Unger
Reply-To: <billing@constantcontact.com>

Thank you for your recent payment. Your payment receipt is found below.



Payment Receipt
for October 25, 2015

Windsor Downtown Development Authority
Attn.: Kelly Unger
301 walnut street
Windsor, CO 80550
US
9706742416

Today's Date: October 25, 2015
Payment Date: October 25, 2015
Payment Method: Visa (last 4 digits: 0054)
User Name: kunger@windsorgov.com

Thank you for your payment!

| Description | Amount Paid |
|------------------------------|-------------|
| Payment - Credit Card - 0054 | \$20.00 |

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.

STRATER HOTEL

SINCE 1887

| | | | |
|----------------------------------|---|--|----|
| GUEST | RESERVATION NO. ROOM NUMBER ARRIVAL DEPARTURE RATE RATE CODE #GUESTS TOTAL CHARGES | 10N3P8--19 221 10/05/15 10/08/15 159.00 SPBILL 2 480.24 | GH |
| Shaeffer, Jason Garcia, Patti | | | |

| DATE | DESCRIPTION OF CHARGES | CHARGES | PAYMENT |
|-----------|---------------------------------|-----------|---------|
| 10/05/15 | EPKG 1 Nightly Room/Pkg Charges | -- 149.00 | |
| 10/06/15 | EPKG 1 Nightly Room/Pkg Charges | -- 149.00 | |
| 10/07/15 | EPKG 1 Nightly Room/Pkg Charges | -- 149.00 | |
| 09/28/15 | ADVVMC 1 XXXX0054 | LM 318.00 | |
| 10/05/15 | IBFNT 1 Breakfast No Tax | -- 10.00 | |
| 10/06/15 | IINRMG 1 water | HP 3.00 | |
| 10/06/15 | ISTAX 1 Sales Tax | HP 0.24 | |
| 10/06/15 | IBFNT 1 Breakfast No Tax | -- 10.00 | |
| 10/07/15 | IBFNT 1 Breakfast No Tax | -- 10.00 | |
| 10/08/15 | PCRAMX 1 XXXX1009 | GH 162.24 | |
| Subtotals | | \$ 480.24 | 480.24 |

PAID IN FULL --- THANK YOU!

THE UNDERSIGNED AGREES TO MAKE IMMEDIATE PAYMENT UPON RECEIPT OF STATEMENT FOR ALL CHARGES INCURRED IN THE EVENT SUCH PAYMENT IS NOT MADE WITHIN 25 DAYS AFTER RECEIPT OF THE ORIGINAL STATEMENT, IT IS AGREED THAT THE HOTEL MAY IMMEDIATELY IMPOSE A LATE PAYMENT CHARGE AT THE RATE OF 1.5% PER MONTH (ANNUAL RATE 18%), OR THE MAXIMUM ALLOWED BY LAW, ON THE UNPAID BALANCE AND THE REASONABLE COST OF COLLECTION, INCLUDING COURT COSTS AND ATTORNEY FEES.

GUEST SIGNATURE _____

STRATER HOTEL

SINCE 1887

| | | |
|-------|-----------------|------------|
| GUEST | RESERVATION NO. | |
| | ROOM NUMBER | 10N3P7--19 |
| | ARRIVAL | 307 GH |
| | DEPARTURE | 10/06/15 |
| | RATE | 10/09/15 |
| | RATE CODE | 159.00 |
| | #GUESTS | 2 SPBILL |
| | TOTAL CHARGES | 477.00 |

Melendez, Kristie

| DATE | DESCRIPTION OF CHARGES | CHARGES | PAYMENT |
|----------|---------------------------------|-----------|---------|
| 10/06/15 | EPKG 1 Nightly Room/Pkg Charges | -- 149.00 | |
| 10/07/15 | EPKG 1 Nightly Room/Pkg Charges | -- 149.00 | |
| 10/08/15 | EPKG 1 Nightly Room/Pkg Charges | -- 149.00 | |
| 09/28/15 | ADVVMC 1 XXXX0054 | LM 477.00 | |
| 10/06/15 | IBFNT 1 Breakfast No Tax | -- 10.00 | |
| 10/07/15 | IBFNT 1 Breakfast No Tax | -- 10.00 | |
| 10/08/15 | IBFNT 1 Breakfast No Tax | -- 10.00 | |

| | | |
|-----------|-----------|--------|
| Subtotals | \$ 477.00 | 477.00 |
|-----------|-----------|--------|

PAID IN FULL --- THANK YOU!

THE UNDERSIGNED AGREES TO MAKE IMMEDIATE PAYMENT UPON RECEIPT OF STATEMENT FOR ALL CHARGES INCURRED IN THE EVENT SUCH PAYMENT IS NOT MADE WITHIN 25 DAYS AFTER RECEIPT OF THE ORIGINAL STATEMENT, IT IS AGREED THAT THE HOTEL MAY IMMEDIATELY IMPOSE A LATE PAYMENT CHARGE AT THE RATE OF 1.5% PER MONTH (ANNUAL RATE 18%), OR THE MAXIMUM ALLOWED BY LAW, ON THE UNPAID BALANCE AND THE REASONABLE COST OF COLLECTION, INCLUDING COURT COSTS AND ATTORNEY FEES.

GUEST SIGNATURE _____

Stacey Swanson

From: Patti Garcia
Sent: Tuesday, November 10, 2015 1:31 PM
To: Stacey Swanson
Subject: FW: Town of Windsor, CO billing question

*Request for explanation
of no-show chgs
on C.C. Stmt 2 x 174.74*

Patti Garcia
Town Clerk/Assistant to the Town Manager
Town of Windsor | Administrative & Customer Services
301 Walnut Street | Windsor, CO 80550
Dir: 970-674-2404 | Off: 970-674-2400 | Fax: 970-674-2456
www.windsorgov.com

From: Megan Reynolds [<mailto:MReynolds@Strater.com>]
Sent: Tuesday, November 10, 2015 12:19 PM
To: Patti Garcia
Subject: RE: Town of Windsor, CO billing question

Hello Patti,

Thank you for the information. Let me do some research and I'll get back to you shortly.

Thank you,

Megan

From: Patti Garcia [<mailto:pgarcia@windsorgov.com>]
Sent: Monday, November 09, 2015 6:10 PM
To: Megan Reynolds
Subject: Town of Windsor, CO billing question

Hi Megan,

Thanks for the return call. I have a question regarding the two charges for \$174.74 on the attached. I was told that they were no-show charges for Jason Shaeffer and Craig Peterson. Jason Shaeffer had reservation 10N3P8 (originally under my name) and stayed at the hotel. His charge is noted on the attached for \$318 and included in the FO Folio pdf; he actually came in a day early and paid for his extra day with his American Express. I am not sure about the no-show for Craig Peterson – I never received a confirmation for him and he was never signed up to attend the conference. I had reserved a couple of rooms but had cancelled them back in July.

Any insight you can provide would be great.

Thanks,

Patti Garcia
Town Clerk/Assistant to the Town Manager
Town of Windsor | Administrative & Customer Services
301 Walnut Street | Windsor, CO 80550



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

| | |
|---------------------------|---------------|
| Finance Department | |
| Vendor # | 107149 |
| Obligation # | |

PAYMENT REQUEST

| | |
|---|---------------|
| INVOICE NUMBER: 006 | Notes: |
| VENDOR: Kailee Melendez | |
| DBA: Kailee Melendez (IF OTHER THAN VENDOR) | |
| Address: 2931 Eindborough Dr Fort Collins, CO 80525 | |
| Phone: 970-217-6277 | DDA EXPENSE |
| Fax: | |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 11/16/15 | Krystal Eucker | | <i>PSi</i> |

| BUDGET LINE ITEM | | | | DESCRIPTION | TOTAL |
|------------------|-------|----------|---------|---|--------------|
| FUND | DEPT. | FUNCTION | PROJECT | | |
| 19 | 486 | 6213 | | Website Updates and Newsletter 10/15/15-11/15/15 | 94.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | TOTAL | 94.00 |

POSTED

Return to Stacey in Finance

KAILEE MELENDEZ

INVOICE

970-217-6277
kaileann22@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: 11/16/15

Project Title: Website and Social Media Management
Invoice Number: 006
Project Term: 10/15/15 to 11/15/15
Terms: 30 Days

| Description | Quantity | Unit Price | Cost |
|-----------------|----------|------------|-------|
| Website Updates | 2 | \$ 25 | \$ 50 |
| Newsletters | 1.75 | \$ 25 | \$ 44 |
| | | Subtotal | \$ 94 |
| | | Total | \$ 94 |

Thank you for your business!

Sincerely yours,

Kailee Melendez



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

| | |
|---------------------------|--------|
| Finance Department | |
| Vendor # | 107454 |
| Obligation # | |

PAYMENT REQUEST

| | |
|--|--------------------|
| INVOICE NUMBER: 1723 | Notes: |
| VENDOR: Smart Marketing | |
| DBA: Smart Marketing (IF OTHER THAN VENDOR) | |
| Address: 800 3rd Street Windsor, CO 80550 | |
| Phone: | DDA EXPENSE |
| Fax: | |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 12/1/2015 | Krystal Eucker | | <i>[Signature]</i> |

| BUDGET LINE ITEM | | | | DESCRIPTION | TOTAL |
|------------------|-------|----------|---------|-----------------------------------|-----------------|
| FUND | DEPT. | FUNCTION | PROJECT | | |
| 19 | 486 | 6213 | 000 | Promotional Drawstring Sportspack | 1,371.75 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | TOTAL | 1,371.75 |

POSTED

Return to Stacey in Finance

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

BILL TO
Patti Garcia
PO Box 381
Windsor, CO 80550

INVOICE # 723
DATE 12/01/2015
DUE DATE 12/01/2015
TERMS Due on receipt

| ACTIVITY | QUANTITY | RATE | AMOUNT |
|--|----------|----------|----------|
| Smart Marketing Products | | | |
| Promotional drawstring Sportspack - 24 hr rush service | 1 | 1,017.18 | 1,017.18 |
| Shipping | | | |
| Expedited 2- day shipping | 1 | 354.57 | 354.57 |

Please submit to DDA for reimbursement. Thanks!

BALANCE DUE

\$1,371.75



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

| Finance Department | |
|-------------------------|-------------------|
| Vendor # | 106290 |
| Obligation # | 107453 |

PAYMENT REQUEST

| | |
|--|--------------------|
| INVOICE NUMBER: 12952 | Notes: |
| VENDOR: Liley Law Office | |
| DBA: Liley Law Office (IF OTHER THAN VENDOR) | |
| Address: 300 South Howes Street Fort Collins, CO 80521 | |
| Phone: | DDA EXPENSE |
| Fax: | |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 11/13/15 | Krystal Eucker | | |

| BUDGET LINE ITEM | | | | DESCRIPTION | TOTAL |
|------------------|-------|----------|---------|---------------------------------|---------------|
| FUND | DEPT. | FUNCTION | PROJECT | | |
| 19 | 486 | 6252 | 000 | Legal Services Façade Agreement | 907.50 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | 907.50 |

POSTED

Return to Stacey in Finance

Liley Law Offices, LLC

419 Canyon Avenue, Suite 220
Fort Collins, CO 80521
Fed ID #47-4400948

970-449-8723
449-8717

Josh Liley
Janelle

Town of Windsor DDA
c/o Patti Garcia
301 Walnut
Windsor, CO 80550

November 13, 2015

In Reference To: Facade Agreement 201-205 4th Street
Invoice #12952



CONFIDENTIAL

Professional Services

| | | <u>Hrs/Rate</u> | <u>Amount</u> |
|------------|---|-------------------|---------------|
| 10/1/2015 | JPK Review information provided by Patti Garcia for facade easement transaction on 201-205 4th Street; email to Josh Liley requesting purchase price of easement for title insurance purposes; prepare draft of email to North American Title Company requesting title commitment | 0.50 110.00/hr | 55.00 |
| 10/8/2015 | JPK Follow-up email to North American Title Company regarding status of request for title commitment | 0.05 110.00/hr | 5.50 |
| | JCL Review documentation presented by applicant to the Board regarding nature and type of improvements; email from Eric Peratt regarding current tenants and lien holders; begin preparing facade agreement and easement | 1.00 120.00/hr | 120.00 |
| 10/9/2015 | JCL Review preliminary title commitment prepared by North American Title Company; brief review of recorded liens, oil and gas lease, correction to oil and gas lease; email to Janelle Kechter regarding questions for the title company regarding commitment terms, closing requirements; email to Brenda Adler regarding legal description differences noted in recorded documents and lease correction; review records of Secretary of State on two lien holders and three tenants to confirm status of entities and entity types; email to Eric Peratt regarding receipt and review of commitment | 1.10 120.00/hr | 132.00 |
| 10/12/2015 | JCL Prepare lien holder consent forms and two of three tenant consent forms; email to and from Eric Peratt regarding street address inconsistency noted in recorded documents | 0.40 120.00/hr | 48.00 |
| 10/13/2015 | JCL Complete facade agreement; email to Eric Peratt regarding brief explanation of the agreement, review and signature; prepare final copy with exhibits; email to Eric Peratt regarding brief explanation of easement and lien holder consent forms, instructions on consent forms; complete final | 0.60 120.00/hr | 72.00 |

| | | <u>Hrs/Rate</u> | <u>Amount</u> |
|------------|--|-------------------|-----------------|
| | tenant consent form; email to and from Eric Peratt regarding final tenant consent form | | |
| 10/14/2015 | JPK Conference with Josh Liley; telephone conference with Brenda Adler, North American Title Company closer and Duane Martin, North American Title Company, title operations, regarding title requirements, new underwriting requirements, new underwriting requirements, closing process and updated commitment; telephone conference with Patti Garcia | 1.10 110.00/hr | 121.00 |
| | JCL Email from and to Patti regarding financial statements sent by Eric Peratt | 0.10 120.00/hr | 12.00 |
| 10/16/2015 | JCL Review statement of authority dated 2013 provided by Eric Peratt; emails to and from Eric Peratt regarding noted deficiencies with statement | 0.30 120.00/hr | 36.00 |
| 10/20/2015 | JPK Review P and L Properties, LLC Statement of Authority with Josh Liley; email to North American Title Company regarding needed corrections and sufficiency; review updated title commitment and request Indemnity 1 Agreement; review email from North American Title Company regarding sufficiency of Statement of Authority; forward to Josh Liley; email to Patti Garcia regarding owner's need to have the notarization corrected | 0.60 110.00/hr | 66.00 |
| | JCL Review new statement of authority provided by Eric Peratt | 0.10 120.00/hr | 12.00 |
| 10/21/2015 | JPK Brief conference with Josh Liley; email from and to Patti Garcia regarding the indemnity agreement | 0.10 140.00/hr | 14.00 |
| 10/29/2015 | JCL Email to and from Patti Garcia regarding lien holder consent forms; review copies of signed consent forms | 0.10 180.00/hr | 18.00 |
| 10/30/2015 | JCL Telephone call with Kim at North American Title Company regarding indemnity agreement, removal of general contractor sign off, correction of signature blocks; draft revisions to agreement; email to Kim and Patti Garcia regarding revised agreement | 0.30 180.00/hr | 54.00 |
| 11/2/2015 | JPK Review emails from Patti Garcia and Josh Liley; email to and from Josh Liley regarding closing; confirm closing fees and arrangements with North American Title Company | 0.50 140.00/hr | 70.00 |
| | JCL Email from Patti Garcia regarding packet of final documents for closing; review attached packet; call with Patti regarding minor deficiencies noted; draft minor revisions to facade agreement to account for signature of easement prior to closing; email to Patti regarding revised agreement, closing instructions | 0.40 180.00/hr | 72.00 |
| | For professional services rendered | | <u>\$907.50</u> |
| | Balance due | | <u>\$907.50</u> |

Liley Law Offices, LLC
419 Canyon Avenue, Suite 220
Fort Collins, CO 80521

Town of Windsor DDA
c/o Patti Garcia
301 Walnut Street
Windsor, CO 80550

November 13, 2015

Re: DDA and Façade Agreement

~~Services Rendered per Invoice #12951~~ ~~\$ 554.00~~

630.00

Services Rendered per Invoice #12952 \$ 907.50

Total Due **\$ 1,461.50**

Thank you



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

| | |
|---------------------------|-------------------|
| Finance Department | |
| Vendor # | 100229 |
| Obligation # | 107453 |

DDA EXPENSE

PAYMENT REQUEST

| | |
|---|-------------|
| INVOICE NUMBER: 12951 | Notes: |
| VENDOR: Liley Law Office | |
| DBA: Liley Law Office (IF OTHER THAN VENDOR) | |
| Address: 300 South Howes Street Fort Collins, CO 80521 | |
| Phone: | |
| Fax: | DDA EXPENSE |

| INVOICE DATE | PROCESSED BY | SUPERVISOR APPROVAL | DEPT. HEAD APPROVAL |
|--------------|----------------|---------------------|---------------------|
| 11/13/15 | Krystal Eucker | | <i>PSi</i> |

| BUDGET LINE ITEM | | | | DESCRIPTION | TOTAL |
|------------------|-------|----------|---------|--------------------|-----------------------------|
| FUND | DEPT. | FUNCTION | PROJECT | | |
| 19 | 486 | 6252 | 000 | DDA Legal Services | 554.00 630.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | TOTAL | 554.00 |

POSTED

Return to **Stacey** in Finance

\$630.00

Liley Law Offices, LLC

419 Canyon Avenue, Suite 220
Fort Collins, CO 80521
Fed ID #47-4400948

Town of Windsor DDA
c/o Patti Garcia
301 Walnut Street
Windsor, CO 80550

November 13, 2015

In Reference To: DDA
Invoice #12951



Professional Services

| | | <u>Hrs/Rate</u> | <u>Amount</u> |
|------------|--|-------------------|---------------|
| 10/8/2015 | JCL Email from Patti regarding library feasibility RFP; review attached RFP and associated personal services agreement; call with Patti regarding insurance requirements, State waiver of certain insurance requirements, revisions to personal services agreement | 0.80 120.00/hr | 96.00 |
| 10/9/2015 | JCL Review changes made to personal services agreement for Windsor Mill feasibility study; revise form personal services agreement for library feasibility study; email to Patti Garcia regarding revised personal services agreement, explanation of changes | 0.80 120.00/hr | 96.00 |
| 10/13/2015 | JCL Email from Patti regarding entity applicant for executive director position; brief review of application | 0.10 120.00/hr | 12.00 |
| 10/16/2015 | JCL Email from Patti regarding packet for October 21 Board meeting; review packet | 0.20 120.00/hr | 24.00 |
| 10/20/2015 | JCL Call with Patti Garcia regarding revisions to facade program policy on calculating DDA payment amount; draft two proposed policy alternatives; email to and from Patti regarding review of policy alternatives | 0.50 120.00/hr | 60.00 |
| 10/21/2015 | JCL Attend Board meeting | 1.90 180.00/hr | 342.00 |

For professional services rendered

\$630.00

Previous balance

~~(\$76.00)~~

Balance due

~~\$554.00~~



Volume 3, Issue 10 October 2015

Windsor DDA Revenue

Windsor Downtown
Development
Authority

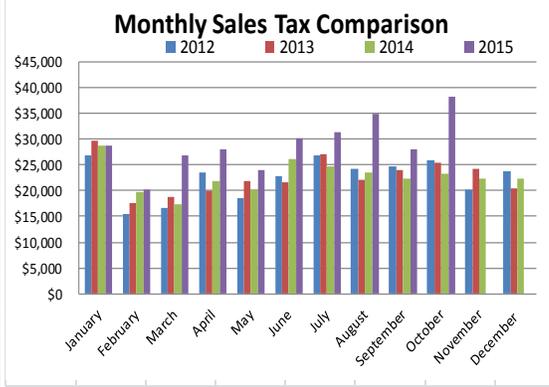
| Windsor DDA Revenue Summary October 31, 2015 | Collections | Budget | % of Budget |
|---|------------------|------------------|---------------|
| Property Tax Mill Levy | \$11,618 | \$11,566 | 100.45% |
| Incremental Property Tax | \$11,300 | \$14,326 | 78.88% |
| Interest | \$10 | \$5 | 200.00% |
| Town of Windsor Funding | \$225,000 | \$270,000 | 83.33% |
| Total | \$247,928 | \$295,897 | 83.79% |

Special points of interest:

- October 2015 (3.95% rate) sales tax collections were \$14,956 above October 2014 (3.2% rate) sales tax collections.
- Revenue is just above budgeted at the end of October 2015 at 83.79%, as we should see 83% of the revenue through the tenth month of the year.
- 2015 expenditures are under the ten month benchmark with only 13.12% of the budget expended.

Windsor DDA Expenditures

| Windsor DDA Expenditures Summary October 31, 2015 | Expenditures | Budget | % of Budget |
|--|-----------------|------------------|---------------|
| Operations | | | |
| Office Supplies | \$98 | \$500 | 19.60% |
| Public Relations/Advertising | \$21,771 | \$25,000 | 87.08% |
| Board Development | \$1,438 | \$4,000 | 35.95% |
| Dues/Fees/Subscriptions | \$1,411 | \$770 | 183.25% |
| 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 | \$3,000 | \$10,000 | 30.00% |
| Contract Services | \$81 | \$46,500 | 0.17% |
| Postage | \$190 | \$350 | 54.29% |
| Printing/Binding | \$0 | \$500 | 0.00% |
| Study Review/Consultant | \$5,653 | \$20,000 | 28.27% |
| Façade Program | \$0 | \$160,000 | 0.00% |
| Administrative Transfer | \$4,167 | \$5,000 | 83.34% |
| Operations Total | \$38,889 | \$296,323 | 13.12% |
| Grand Total | \$38,889 | \$296,323 | 13.12% |



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 2016

Downtown Development Authority

Sales Tax Collections Trend - 2014 Q3 to 2015 Q3

 Increased Sales Tax

Sales Tax 2014 Q3: 5402
 Sales Tax 2015 Q3: 7114.98
 Increase/Decrease: \$1,712.98 [31.71%]

Sales Tax 2014 Q3: 1181.65
 Sales Tax 2015 Q3: 1187.56
 Increase/Decrease: \$5.91 [0.5%]

Sales Tax 2014 Q3: 10778.31
 Sales Tax 2015 Q3: 16932.74
 Increase/Decrease: \$6,154.43 [57.1%]

Sales Tax 2014 Q3: 21486.24
 Sales Tax 2015 Q3: 28343.73
 Increase/Decrease: \$6,857.49 [31.92%]

Sales Tax 2014 Q3: 2036.64
 Sales Tax 2015 Q3: 4643.33
 Increase/Decrease: \$2,606.69 [127.99%]

Sales Tax 2014 Q3: 10096.77
 Sales Tax 2015 Q3: 12932.97
 Increase/Decrease: \$2,836.20 [28.09%]

Sales Tax 2014 Q3: 4261.42
 Sales Tax 2015 Q3: 5724.07
 Increase/Decrease: \$1,462.65 [34.32%]

Sales Tax 2014 Q3: 13246.97
 Sales Tax 2015 Q3: 19712.84
 Increase/Decrease: \$6,465.87 [48.81%]

Sales Tax 2014 Q3: 489.93
 Sales Tax 2015 Q3: 3227.14
 Increase/Decrease: \$2,737.21 [558.69%]



1:2,000

Note: Figures for the Windsor Farmers' Market and Windsor Wonderland have been excluded from these calculations due to the fact they are not DDA members.





WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

MEMORANDUM

Date: December 16, 2015
To: Downtown Development Authority Board of Directors
From: Patti Garcia, Assistant to Town Manager/Town Clerk
Re: Consideration of Master Agreement for Professional Services with Ayres Associates
Item #: G.

Background / Discussion:

A draft contract for Executive Director responsibilities is currently be routed through legal counsel, Ayres Associates and the DDA Interview Committee. At the time of packet distribution, the contract was not ready for submission.

If the contract is received by Tuesday, December 15 at 8 am, it will be forwarded by email to the DDA board and added to the online packet to allow for adequate review by the board members. There are a couple of options if the contract is not received by December 15 –

- If the contract is not received by the requested date/time, the DDA board can amend the December 16 agenda and have the contract placed on the January 20, 2016 agenda.
- The DDA board could approve a draft contract contingent on approval of legal counsel and the DDA chair.