



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

March 16, 2016 – 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 February 17, 2016 Board of Directors Meeting – M. Ashby
- F. Report of Bills, Financial Report – P. Garcia, M. Ashby
- G. Executive Director's Report – M. Ashby
- H. Parking & Street Sweeping Update – T. Walker, J. Michaels
- I. Intergovernmental Agreement Update – M. Ashby, J. Liley
 - 1. Report from Town Board Discussion 3/14/16
- J. Strategic Plan Update – M. Ashby
- K. Mill Project Coordination Update – M. Ashby
- L. Library Feasibility Update – M. Ashby
- M. Report from Sub-Committees
 - 1. Marketing Committee 2/24/16 Summary
 - 2. Beautification Committee – No Update
 - ~~3. Parking Committee - No Update~~
- N. Communications
 - 1. Outgoing Board Member Appreciation
 - 2. DDA Board Appointments
 - 3. Spring Cleanup Day
- O. The News on the Street is . . .
- P. Adjourn

Note: Underlined items include attachments.



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BOARD OF DIRECTORS MEETING

February 17, 2016 – 7:30 a.m.

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

MINUTES

Attendees: Bob Winter, Craig Petersen, Dean Koehler, Kristie Melendez, Sean Pike, Jason Shaeffer, Dan Stauss.

Staff: Patti Garcia, Eric Lucas, Matt Ashby (via phone). **Others:** Josh Liley.

- A. Call to Order
- B. Roll Call
- C. Public Invited to be Heard – ***No Public Comment***
- D. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board – ***Motion: Melendez, Petersen.***
- E. Approval of Minutes from the January 20, 2016 Board of Directors Meeting – M. Ashby
 - ***Motion to approve: Shaffer, Pike.***
- F. Report of Bills, Financial Report – P. Garcia, M. Ashby
 - ***P. Garcia reported nothing out of the ordinary. The liquor permit was included along with the first invoice from Ayres Associates. The financial report was provided. Expenditures were under for 2015. Discussion of Spokes invoices. Motion to approve: Petersen, Melendez.***
- G. Executive Director’s Report – M. Ashby
 - M. Ashby summarized the activities that had taken place over the prior weeks, including the Worksession with the Town Board. Reporting on the status of the contract, Ashby noted that his contracted hours are approximately 8% ahead of where we should be at this time if the hours were allocated equally over the course of 12 months. This is due in large part to extensive work on the Strategic Plan and participation in the Library Feasibility process.***
- H. Intergovernmental Agreement Update – M. Ashby, J. Liley
 - 1. Current IGA
 - Josh Liley provided an update. The current IGA expires this year. The current framework has been reviewed. Timing depends upon how much adjustment needs to take place. Liley was not aware of any changes desired by Town Staff. Election provisions should be removed. Generally, we should look to send back a similar IGA as we currently have. If we’d like to shoot for April, we’ll need a March approval. Otherwise we can make a few changes to send off with a roughly final version to approve in March. BW – Based on the discussions with the Town Board, the current IGA is in good shape. KM – Most Town Board (TB) members feel the current is reasonable and would like to see how the next five years can include key elements from the Strategic Plan. JL – The TB has oversight on the budget and can guide your activities annually. Leave the 1.4 incentive program as is changing language to “continue”. Election 2.1 would be eliminated and this would not impact the annexation of additional properties. If there are other incentive programs needed.***



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Make changes and then provide to Bob Winter, Craig Petersen, and Ashby to review. Updated Draft will be sent to the Board for comment. Final version would be ratified at the March meeting.

Discussion of elements to change; Election information can be removed, land use regulations. Changes to parking and other adjustments have been made. Possibly consider more flexibility on how Unexpended Town Funds may be used. KM – When this provision was originally included, the TB didn't want to see the carry over spent on the general budget, but focused on larger projects. BW – Let's leave it the way it is. CP – I think the fewer changes the better. Staff support should remain the same.

- I. Strategic Plan Update – M. Ashby - ***KM – suggest before we assign the projects to Board Members, we should wait until after April. Follow up with individual strategies, assign.***
- J. Mill Project Coordination With Town of Windsor – M. Ashby – ***KM – Under the impression from the 4th Quarter directing with legal options regarding the Mill. Was under the impression that there was indication from a meeting with the property owner to look at options. PG – There were some options put together, but they need to be refined. KM – Would like to see an update prior to knowing how to direct Matt. JL – The DDA legal opinion would defer to the Town. MA – Discussions with Kelly Arnold indicated that we would provide analysis of the alternatives. JL – Options in the DDA's powers would be to work with a private developer or purchase of the site.***
- K. Library Feasibility Update – M. Ashby
 - 1. Feasibility Committee, Site Visit, Evaluation Criteria – ***MA – Provided update on the feasibility committee and the evaluation criteria. KM – The committee reviewed the criteria and is waiting for information. The DDA did send out a notice on the upcoming Library meeting. Vision and programming from the community will be the focus of the meeting.***
- L. Main Street Program Update – M. Ashby – ***Will provide future update to help board determine moving forward to the next level. BW – Supportive of moving forward.***
- M. Farmer's Market Update – Eric Lucas (TOW Parks, Recreation & Culture Director)

Eric Lucas started with the Town in early October and started looking at the Farmer's Market. Staff looked back at the prior market. No agreement was reached with CSU in 2015. Feasibility of bringing back the market has been looked at including 4 options: No Market, Joint Management of Market, Outside Entity Run, Contract Manager (Recommended Option). Proposed approach would be to send out an RFQ to hire someone who has experience in running a market. Contract structure would be to support via booth spaces. Recommendation would be to research options this year, bring someone on board in Summer of 2016 with "special event" weekends during 2016. We would have the opportunity to evaluate their performance and work out any issues. Full market would initiate in 2017.

JS – I have personal relationships with many of the vendors and the Saturday market is tough in competing with other markets. Tying in with the summer concert series on Thursdays would be good. Jessup Farms in FC is doing really well on Thursdays combined with music. EL – This is consistent with the information our staff found as well. JS – Prior market was on Thursday as well. Tying music into the event is positive. BW – We discussed the Thursday evening. KM – It would be good to test out the event combined with the Taste of Windsor. EL – We're a little behind the curve to provide a solid market in 2016. KM – It's an option for the Board to provide funding to support a seasonal contract would be positive. EL – Looking to include in the budget would be positive. CP –



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If we ran a market, it was an enhancement to the retailers. EL – We contemplated hours starting at 3:00 to get people downtown early to give time to patronize the retailers as well. BW – Matt to coordinate the select 'event' times for test markets. KM – I have a farmer who might be interested in receiving an RFQ. Matt – Present RFQ and Special Event Schedule.

N. Alley Update – M. Ashby

- Status of Survey/Title Work of DDA property (Status from Josh 2/17/16)

JL – We met to discuss the surveying issues. The DDA will need to decide what to do with their lot and how to resolve the unaccounted for property. The Town is supportive on condemning the property to resolve the issue. The concern is to establish the final direction of the outcome so we can explain to property owners the positive nature of the action. In general, most of the properties would gain 5-10 feet. The key will be outreach so that property owners fully understand the purpose of the action. If we were doing this action absent the redevelopment, there isn't really a public purpose. The Town felt this would be better classified as a component of a redevelopment plan. The other public purpose is to clean up the utilities – relocation may need to be further back into the DDA property, which could impact any development of the DDA property. The message from the Town is that they are supportive of the action. BW – How long does the process take? JL – Friendly condemnation can be quick. If it's not a "friendly" process, we would need to negotiate the value and terms which could take time. The explanation of the process to the property owners and outreach is critical to success, along with the benefits of what the property owners would receive. KM – Is any of that property in consideration for the backlot development? I just want to make sure we don't give away access or easements we might need later. JL – No. CP – Would this follow a right of way vacation process? JL – No, this is not a right of way, so it wouldn't follow that process. KM – What I'm hearing to help move forward is to look at hiring a broker to get this moving so we can start getting a development plan identified to look at the project as a whole. Everyone will know what they're dealing with. MA – We simply need to provide a simplified explanation of what is being requested and why. JS – Agrees that complication is tough and that a clear explanation and proposal would be the best approach. CP – Would like to request King Surveying to find the property pins. JL – The issue is with the original Town Plat, not the DDA property line. We have the DDA line defined. Matt – To provide a simple overview of the existing situation and a summary of the goals, including utilities, parking/access, and development considerations.

O. Report from Sub-Committees

1. Marketing Committee 1/27/16 Summary

- Chamber of Commerce Business After Hours – Tuesday, February 9, 2015 – **K. Melendez**
About 125 people attended the event. Some bills will be coming through for paper products, marketing time, and thank you's, plus additional email addresses for the newsletter.

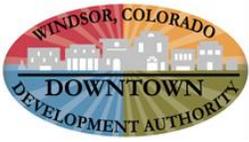
The marketing committee will be working on the newspaper wrap. All of the DDA businesses will be placed in a raffle to focus on the business. They will be working on the initial DDA Advertisement. We will be looking to create a calendar to increase the online communication.

2. Beautification Committee

We will need to make sure that maintenance on the DDA Lot.

3. Parking Committee

P. Communications



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Q. The News on the Street is . . .

***Porter House is under contract with a qualified buyer – they are not looking to continue as a B&B.
Forbidden Roots Winery is looking to have a grand opening soon.***

R. Adjourn 9:26AM.

Accounts

Transactions by Account

02/06-03/04/16

DDA List of Bills



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

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
19-486-6213-000	KRISTIE MELENDEZ	CHAMBER BIZ AFTER HOURS SUPPLIES	02/18/2016	75922	39.67	✓
		Vendor Subtotal for Department:486			39.67	
19-486-6213-000	CARD SERVICES	DDA-EMAIL SVC 2 MTHS	02/11/2016	75923	40.00	✓
		Vendor Subtotal for Department:486			40.00	
19-486-6213-000	KAILEE MELENDEZ	WEBSITE/FACEBOOK UPDATES, NEWSLETTER,	02/25/2016	76006	238.00	✓
19-486-6213-000	KAILEE MELENDEZ	WEBSITE UPDATES, NEWSLETTER	02/25/2016	76006	50.00	✓
		Vendor Subtotal for Department:486			288.00	
19-486-6263-000	RESERVE ACCOUNT	POSTAGE	02/11/2016	75845	50.00	✓
		Vendor Subtotal for Department:486			50.00	
19-486-6267-000	HUMPHRIES POLI ARCHITECT	LIBRARY FEASIBILITY STUDY	02/18/2016	75947	6,416.67	✓
		Vendor Subtotal for Department:486			6,416.67	
		REPORT TOTAL			6,834.34	



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

<u>Finance Department</u>	
Vendor #	106323
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: <i>Reimb0216</i>	
VENDOR: Kristie Melendez	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS:	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
02/12/2016	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6213		Chamber Business After Hours – Dollar Tree	39.67
TOTAL					\$ 39.67

POSTED



Dollar Tree Stores, Inc.

Store# 3697 (970) 686-1435
700 Main St
Windsor CO 80550-4702

DESCRIPTION	QTY	PRICE	TOTAL
TUMBLERS	1	1.00	1.00T
TUMBLERS	1	1.00	1.00T
TUMBLERS	1	1.00	1.00T
TUMBLERS	1	1.00	1.00T
TUMBLERS	1	1.00	1.00T
KG SZ SLT NUT ROLL	1	1.00	1.00T
KG SZ SLT NUT ROLL	1	1.00	1.00T
NAPKIN	1	1.00	1.00T
NAPKIN	1	1.00	1.00T
NAPKIN	1	1.00	1.00T
NAPKIN	1	1.00	1.00T
NAPKIN	1	1.00	1.00T
NAPKIN	1	1.00	1.00T
EASTER FELT ICONS	1	1.00	1.00T
EASTER FELT ICONS	1	1.00	1.00T
FELT WREATH	1	1.00	1.00T
FELT WREATH	1	1.00	1.00T
FELT WREATH	1	1.00	1.00T
FELT WREATH	1	1.00	1.00T
EXCHANGE CARDS	1	1.00	1.00T
VALENTINE CARDS	1	1.00	1.00T
VALENTINE CARDS	1	1.00	1.00T
EXCHANGE CARDS	1	1.00	1.00T
HEART TBL COVER	1	1.00	1.00T
TABLECOVER	1	1.00	1.00T
TABLECOVER	1	1.00	1.00T
TABLECOVER	1	1.00	1.00T
KISSES MINI POUCH	1	1.00	1.00T
KISSES MINI POUCH	1	1.00	1.00T
PLATE	1	1.00	1.00T
PLATE	1	1.00	1.00T
PLATE	1	1.00	1.00T
PLATES	1	1.00	1.00T
PLATES	1	1.00	1.00T
PLATES	1	1.00	1.00T
PLATES	1	1.00	1.00T
PLATES	1	1.00	1.00T
PLATES	1	1.00	1.00T
PLATES	1	1.00	1.00T

Sub Total \$39.00
SALES TAX \$2.40
SNKTX TAX \$0.27
Total \$41.67
Visa \$41.67

*****4821 S
Auth. Code: 03592C

=====
Thank You for Shopping at Dollar Tree
Where Everything's \$1.00
Now Shop On-Line at Dollartree.com
=====

* We value your opinion! *
* Please provide your feedback at *
* www.dollartreefeedback.com *
* Receive chances to win \$1,000 daily plus*
* instant prizes valued at \$1,500 weekly *
* or by calling 1-877-368-2540. *
* For complete rules, eligibility and sweepstakes *
* period and previous winners please visit *
* www.dollartreefeedback.com *



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: 00547AN2016	Notes: Patti
VENDOR: CARD SERVICES	

2016

INVOICE DATE	PROCESSED BY	CARDHOLDER SIGNATURE	DEPT. HEAD APPROVAL
12/26/15	Patti Garcia		DM

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
01	411	6214		King Soopers – Town Board snacks	56.68
01	413	6217		Coloradoan web access	11.00
01	413	6217		Greeley Tribune web access	6.06
01	411	6214		Quiznos – TB Dinner	48.00
01	411	6214		CML conference reservations Marriott (7 @ \$192.15)	1345.05
01	413	5137		CML conference reservations – Marriott (1)	192.15
01	410	5137		CML conference reservations – Marriott (1)	192.15
01	418	5137		CML conference reservations – Marriott (2 @ \$192.50)	384.30
				Totals from page 2	2280.98
				GRAND TOTAL	\$4516.37

POSTED

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
01	413	6217		CCCMA dues – KA \$95 & KU \$75	170.00
01	410	6214	5137	CS Week conference registration – M Walter	1120.00
01	410	6214	5137	United Air – Transportation 2016 IIMC – K Eucker	104.60
01	410	6214	5137	Southwest Air – Transportation 2016 IIMC – P Garcia & K Eucker & CS Conf – M Walter	479.42
01	410	6217		IIMC Dues – K Eucker	50.00
01	411	6214		CML Legislative Session – I Adams	110.00
				Staples/credit card paper (see attached)	131.96
01	410	6217		CCCMA dues – P Garcia	75.00
19	486	6213		Constant Contact (Dec & Jan)	40.00
				Total Page Two	2280.98

Patti Garcia

From: Kelly Unger
Sent: Monday, January 25, 2016 6:12 AM
To: Patti Garcia
Subject: Fwd: Constant Contact Payment Receipt for Kelly Unger

Sent from my iPhone

Begin forwarded message:

From: Constant Contact Billing <billing@constantcontact.com>
Date: January 25, 2016 at 3:23:27 AM MST
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 January 25, 2016

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

Today's Date: January 25, 2016
Payment Date: January 25, 2016
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.

Patti Garcia

From: Kelly Unger
Sent: Sunday, December 27, 2015 5:13 PM
To: Patti Garcia
Subject: Fwd: Constant Contact Payment Receipt for Kelly Unger

Sent from my iPhone

Begin forwarded message:

From: Constant Contact Billing <billing@constantcontact.com>
Date: December 25, 2015 at 3:05:58 AM CST
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 December 25, 2015

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

Today's Date: December 25, 2015
Payment Date: December 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.



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

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

PAYMENT REQUEST

INVOICE NUMBER: 009	Notes:
VENDOR: Kailee Melendez	
DBA: Kailee Melendez (IF OTHER THAN VENDOR)	
Address: 2931 Eindborough Dr Fort Collins, CO 80525	
Phone: 970-217-6277	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
02/15/2016	Krystal Eucker		

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6213		Website/Facebook Updates, Newsletter, DDA After Hours 1/15/16-2/15/16	238.00
TOTAL					238.00

POSTED

Return to Stacey in Finance

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: 2/15/16

Project Title: Website and Social Media Management
Invoice Number: 009
Project Term: 1/15/15 to 2/15/16
Terms: 30 Days

Description	Quantity	Unit Price	Cost
Website and Facebook Updates	3	\$ 25	\$ 75
Windsor DDA After Hours (Emails, Supplies, Calls, Thank You Letters, Filling Mugs, Gathering Mug Items, Picking up Gift Certificates, Email Entry)	5.00	\$ 25	\$ 125
Call with Matt	0.50	\$ 25	\$ 13
Newsletters	1.00	\$ 25	\$ 25
		Subtotal	\$ 238
		Total	\$ 238

Thank you for your business!
Sincerely yours,
Kailee Melendez



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

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

PAYMENT REQUEST

INVOICE NUMBER: 008	Notes:
VENDOR: Kailee Melendez	
DBA: Kailee Melendez (IF OTHER THAN VENDOR)	
Address: 2931 Eindborough Dr Fort Collins, CO 80525	
Phone: 970-217-6277	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
1/15/16	Krystal Eucker		

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6213		Website Updates and Newsletter 12/15/15-1/15/16	50.00
TOTAL					50.00

POSTED

Return to Stacey in Finance

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: 1/15/16

Project Title: Website and Social Media Management
Invoice Number: 008
Project Term: 12/15/15 to 1/15/16
Terms: 30 Days

Description	Quantity	Unit Price	Cost
Website Updates	1	\$ 25	\$ 25
Newsletters	1.00	\$ 25	\$ 25
		Subtotal	\$ 50
		Total	\$ 50

Thank you for your business!

Sincerely yours,

Kailee Melendez

PURCHASE/PAYMENT APPROVAL

Vendor # 103962

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

ACCOUNT # 44120491
DATE: February 8, 2016

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

POSTED

Use this coupon for postage deposits. Make checks payable to Reserve Account.

Reserve Account
PO Box 223648
Pittsburgh, PA 15250-2648

Reserve Account No.: 44120491
Town Of Windsor

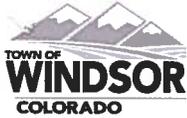
\$ 5,000 . 00

Send with check to: Reserve Account, PO Box 223648, Pittsburgh, PA 15250-2648

Mail overnight checks to: Reserve Account, Attn: Box 223648, 500 Ross Street, Suite 154-0460, Pittsburgh, PA 15262-0001

The Pitney Bowes Bank, Inc. Member FDIC

441204910



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

Finance Department	
Vendor #	107508
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 35048.00-1	
VENDOR: Humphries Poli	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS: 2100 Downing St Denver CO 80205	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
01/31/2016	Patti Garcia		P Garcia

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6267		Library Feasibility Study	6,416.67
				Project billing #1 DDA & Library \$3208.33 each/DDA 3208.34	
01	411	6267		Library Feasibility Study	3,208.33
				Project billing #1	
				TOTAL	\$9,625.00

POSTED

Invoice



HUMPHRIES & POLI
ARCHITECTS

Windsor Downtown Development Authority
PO Box 381
301 Walnut St
Windsor, CO 80550

January 31, 2016
Invoice No: 35048.00 - 1

Project 35048.00 Windsor Library
Professional Services from December 26, 2015 to January 25, 2016
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Project Initiation	500.00	100.00	500.00	0.00	500.00
Create Library Scope	8,500.00	50.00	4,250.00	0.00	4,250.00
Feasibility of Identified Sites	17,500.00	25.00	4,375.00	0.00	4,375.00
Identify Other Community Uses	2,500.00	0.00	0.00	0.00	0.00
Recommendation of Sites	5,000.00	0.00	0.00	0.00	0.00
Statement of Probable Cost	3,500.00	0.00	0.00	0.00	0.00
Final Presentation	500.00	0.00	0.00	0.00	0.00
Prelim Geotech Evaluation	5,000.00	0.00	0.00	0.00	0.00
Total Fee	43,000.00		9,125.00	0.00	9,125.00
	Total Fee				9,125.00

Unit Billing

1/25/2016	In-house printing		377.02	
Mileage				
1/13/2016	Windsor for Client mtg		64.80	
1/20/2016	Windsor mtg with library		64.80	
1/27/2016	Windsor mtg with client		64.80	
	Total Units	1.1 times	571.42	628.56

Billing Limits

	Current	Prior	To-Date
Expenses	628.56	0.00	628.56
Limit			500.00
Adjustment			-128.56

Total this Invoice \$9,625.00

Signed

HumphriesPollArchitects, P.C.

Mileage Report

Name: DEAN HUMPHRIES
 Expenses from: 12/17/15 to: 1/25/16

POSTED

Reimbursable	Project Name	Project No	Description	To	From	Mileage	Rate	Amount	Date	
									Day	Month
X	CUSAR/NEW LIBRARY		MTE w/ CUSAR	WINDSOR	OFF	120	.54	64.80	12	17
X	CUSAR/NEW LIBRARY		MTE w/ WORKING	WINDSOR	OFF	120	.54	64.80	20	1
X	CUSAR/NEW LIBRARY		MTE w/ CUSAR	WINDSOR	OFF	120	.54	64.80	27	1

Note: the above column asks whether the expense is reimbursable by billing the client, not whether it is reimbursable to the employee

#VALUE! Total

1,559

Downtown Development Authority

Sales Tax Collections Trend - 2014 Q4 to 2015 Q4

 Increased Sales Tax

Sales Tax 2014 Q4: \$3,451.50
 Sales Tax 2015 Q4: \$4,831.63
 Increase/Decrease: \$1,380.13 [39.99%]

Sales Tax 2014 Q4: \$1,168.66
 Sales Tax 2015 Q4: \$1,887.09
 Increase/Decrease: \$718.43 [61.47%]

Sales Tax 2014 Q4: \$8,644.75
 Sales Tax 2015 Q4: \$9,884.14
 Increase/Decrease: \$1,239.39 [14.34%]

Sales Tax 2014 Q4: \$13,625.40
 Sales Tax 2015 Q4: \$24,024.96
 Increase/Decrease: \$10,399.56 [76.32%]

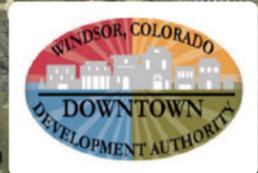
Sales Tax 2014 Q4: \$1,425.66
 Sales Tax 2015 Q4: \$3,128.77
 Increase/Decrease: \$1,703.11 [119.46%]

Sales Tax 2014 Q4: \$5,564.05
 Sales Tax 2015 Q4: \$8,928.37
 Increase/Decrease: \$3,364.32 [60.47%]

Sales Tax 2014 Q4: \$3,444.59
 Sales Tax 2015 Q4: \$4,737.39
 Increase/Decrease: \$1,292.80 [37.53%]

Sales Tax 2014 Q4: \$7,118.61
 Sales Tax 2015 Q4: \$12,974.71
 Increase/Decrease: \$5,856.10 [82.26%]

Sales Tax 2014 Q4: \$208.71
 Sales Tax 2015 Q4: \$11,620.71
 Increase/Decrease: \$11,412.00 [5467.87%]



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

Executive Director Report

Date: March 14, 2016
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: March Report

Action Summary:

Several initiatives advanced during the month with time spent

Based off the January billing, which accounts for time through 2/28, my contract is running approximately 7% ahead of where we would be at this time if hours were allocated evenly over the course of the year. Time has been spent in attending the Library Feasibility meetings, which has been productive.

Total Fees to Date: \$14759.49 of \$45,798.00 = 32%
Total Months Billed = Dec, Jan, Feb = 3/12 = 25%
Total Percentage Ahead of Contract = 7%

I have added a separate line item in our billing to track efforts to address the Mill and options for redevelopment. That will provide you with analysis on how much time is being tracked toward that project.

Anticipated Workload:

Once the IGA is completed, I anticipate time will be spent to finalize the Strategic Plan and accompanying text support. Additional time will continue to be invested in the Mill project and the Library Feasibility study.

Main Street Colorado – I discussed next steps in the program with the Main Street Manager from DOLA. She indicated that she would like to schedule a “Main Street 101” training session with the Board. Options are to schedule concurrent with our next Board meeting (4/20) or the following Marketing Committee (4/27).

Sertoma – An endorsement letter has been drafted and reviewed by the Town. We are ready to send out to our stakeholders via Constant Contact while also providing a copy for distribution with Club Members as they approach property owners.

Should you have any questions, don't hesitate to contact me at 970.797.3595.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

MARKETING COMMITTEE MEETING
Wednesday, February 24, 2016, 7:30AM
301 Walnut Street, First Floor Conference Room
Windsor, CO 80550

Meeting Summary

Board: Dean Koehler, Kristie Melendez, Bob Winter, Craig Petersen. Staff: Matt Ashby. Guest: Cristin Perrault.

1. Windsor Now! Ad – Finalize Approach

Selection of the first business to profile. There are 18 to select from, for March 2. DK identified that it may be desirable to enable anyone in the DDA to participate. CP – Would like to choose three from the current advertisers list to get things started. Communication to the District announcing the program and means by which to participate. From those responding, names will be drawn for upcoming ads. Policy – Drawing: names will be entered for the advertisers, an additional chance will be entered for businesses who have sponsored a DDA event this year, and an entry for those businesses responding to the call for interest. Drawing will take place in a few weeks.

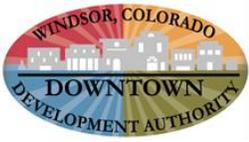
Choosing 3 businesses to start with. If all 3 express interest, they will consist of the first 3 wraps.

Content – Shop local. Possibly include a quote about how each dollar spent in town circulates three times on average. Kristie to send a few blurbs to place the logo in the middle. Matt to capture photos of people shopping downtown. Show activity. Does the Town have employment numbers on people in the District?

Request for Businesses – If they have photos of their store or activity they would like for us to post online and in the newsletter, please share.

2. Chamber of Commerce Business After Hours – Follow Up

There were a lot of new people in attendance. Email thank you's were sent to everyone who left a business card. 30 people were added to the mailing list.



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

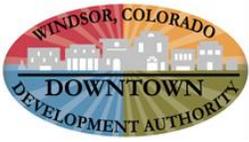
P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

3. March Newsletter – Looking for March 1 publication.
Include the info about the Windsor Now! Wrap Business Profile.
Library MindBreaking Meeting Update. (General Info)
Upcoming Events
Regular Column – Business Development Article Resources, SBDA, DCI info, Main Street.
Committee Meeting Overview – Invitation to Join the Marketing Committee.

 4. SERTOMA Follow Up & Support (Planning Update)
Matt to follow up with Planning Department to find out if there's any significant concerns in response to the email from Josh Olhava. Discussion of concern associated with ROW protrusions and use of brackets for commercial message flags.

 5. DDA Schedule of 2016 Events/Sponsorships
With the Farmer's Market adjustments, we have our only major event as Windsor Wonderland. Do we want to establish a policy? There is a concern about events not occurring within the DDA. Distinction of financial support (for events within the District) and promotional support (for events in the community.) We are not set up to be an event organization. Driving force should be to develop Downtown. Farmer's Market could eventually be our signature. Committee could start to develop a policy for cross marketing vs. financial support. Possibility of an informal survey of businesses as to which events draw shoppers. Opportunity to establish a 'first night' for the businesses to stay open later. Possible inclusion of info in the Newsletter of evenings to stay open later.
Action – Start developing a policy. Start with the Town's criteria for sponsorship.
Rack Cards – The primary events are ready to go. Probably need to confirm when the Farmer's Market special events might be... First Thursday in June – All Town BBQ.
June 2. Need to complete in May.
Water bottles with labels. Possibility to sponsor water again.
-



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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6. Marketing Workplan – Digital Outreach Calendar, Rack Cards

Communications Plan – Create a weekly approach. Tuesday's are weather related.

Thursday's are business related or restaurant.

- What's your favorite place for Mother's Day Brunch?
- Where's your favorite place

Committee members assigned to generate 3 posts per month.

Ask Kailee to repost messages from Hearth, 4 and 20 Blackbirds, Bridal Shop, other info. First identify who downtown is already on Facebook that we could repost and engage their social media posts.

Kristie has an editorial template that could be used to outline our activities to highlight upcoming opportunities. Kristie to also forward out the Marketing Survey link.

7. Communications

- i. Farmer's Market Update, February 17, 2016 (Eric Lucas – Director of Parks, Recreation and Culture)
 - ii. March 3rd webinar – communications and DCI webinar March 15th.
 - iii. Add DDA BBQ March 23rd agenda to discuss.
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