



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

May 18, 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 April 20, 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. Strategic Plan – M. Ashby
Request action to approve, approve with amendments, or deny plan.
- I. **KEY INITIATIVES:**
 - 1. Mill Project Coordination Update – M. Ashby
 - i. Coloradoan Article
 - 2. Library Feasibility Update – M. Ashby
 - i. Delayed Final Report, Now June 1
 - ii. Recommendation: Downtown Futures Summit
 - 3. Backlot Boardwalk Update – M. Ashby
 - i. Request for Plat Narrative to Attorneys
 - 4. Growth & Sustainability – M. Ashby
- J. **COMMITTEE REPORTS:**
 - 1. Marketing Committee 4/27/16 Meeting Summary
 - Sponsor Policy
 - 2. Beautification Committee – No Update
 - 3. Parking Committee - No Update
- K. **COMMUNICATIONS:**
 - 1. Downtown Colorado Inc. Conference, Sept. 20-23, Pueblo.
<http://www.downtowncoloradoinc.org/?page=2016Conf>
 - 2. Spring Cleanup Day
- L. The News on the Street is . . .
- M. Adjourn

Note: Underlined items include attachments.



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BOARD OF DIRECTORS MEETING

April 20, 2016 – 7:30 a.m.

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

DRAFT MINUTES

Attendance: Bob Winter, Craig Petersen, Kristie Melendez, Cristin Paratt, Sean Pike, Dan Stauss. Dean Koehler (Excused.)

Guests: Ann Kling, Joanne, Tim Stroh, Shay Coburn

Staff: Scott Ballstadt, Patti Garcia, Matt Ashby

(Please note that due to a special presentation from the Colorado Main Street program, we will be trying to keep the business portion of the meeting brief.)

- 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 March 16, 2016 Board of Directors Meeting – M. Ashby
Moved - Petersen, Second - Melendez. Approved.
- F. Election of Officers 2016 – M. Ashby
Nominations: Chair, Vice Chair, Secretary/Treasurer. Petersen identified the option to retain the current slate of nominees. ***Moved – Petersen, Second - Stauss. Approved.***
- G. Report of Bills, Financial Report – P. Garcia, M. Ashby
Staff recommends approval of the bills as presented. Melendez
Discussion of how much has been spent on the Executive Director and how the volume of hours is described in the report. Ashby to project out expenses and contract adjustments.
Moved - Petersen, Second - Stauss. Approved.
- H. Executive Director's Report – M. Ashby
Requested that M. Ashby forward the Loveland Project Fact Sheet.
- I. Strategic Plan Update – M. Ashby
A brief overview of the strategic plan draft was presented by M. Ashby. Request is for the Board to review and provide suggested adjustments ASAP. The final draft will be presented to the Board at the May 18, 2016 meeting for formal action.
- J. Facade Improvement Application Update – 500 Main Street – M. Ashby
Provide review from Josh Liley and place on the May agenda.
- K. KEY INITIATIVES:
 - 1. Mill Project Coordination Update – M. Ashby ***(Provide update at next meeting and identify options report, coordinated with the Town.)***
 - 2. Library Feasibility Update – M. Ashby
 - i. Parking Committee Summary 3/6/16



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Discussion: Looking at the need to address the parking in a collaborative manner. We need to finish up the feasibility study before jumping to any conclusions as to assistance that could be made. Need is for 120 spaces.

3. Backlot Boardwalk Update – M. Ashby

Next steps would be to fully define the issue so that the title issues can be cleared.

Stauss – We need to get our property issue addressed. Having the library downtown is critical to making downtown a destination. This needs to move forward in conjunction with the library.

Ashby to work with attorney's to create messaging regarding the issue.

4. Growth & Sustainability – M. Ashby

To be discussed at future meetings and identify responsible committee.

L. COMMITTEE REPORTS:

1. Marketing Committee 3/23/16 – ***Sponsorship request, welcome update. May update.***

2. Beautification Committee – No Update

3. Parking Committee - No Update ***Discussion of gravel on parking lot and striping.***

M. Communications

1. Board Member Appreciation

2. Downtown Colorado Inc. Conference, Sept. 20-23, Pueblo.

<http://www.downtowncoloradoinc.org/?page=2016Conf>

3. Spring Cleanup Day – ***Looking for a location for crews to set up with refreshments.***

(Possibly Pike's open at 6:30AM) Marketing committee is putting together pricing.

Discussed the option of exploring window washing service. Contact the Band to consider window washing as a fundraiser. Include advertisements and notices.

N. The News on the Street is . . .

O. Main Street 101 – Colorado Department of Local Affairs – Shay Coburn

Shay Coburn and Tim Stroh provided an overview of the Main Street Program. The presentation will be included with the next Board Packet. The DDA Board recommended continuing pursuit of developing an application for "Candidate Status" to meet the July deadline.

P. Adjourn



Volume 4, Issue 3 March 2016

Windsor Downtown
Development
Authority

Windsor DDA Revenue

Windsor DDA Revenue				
Summary March 31, 2016	Collections	Budget	% of Budget	
Property Tax Mill Levy	\$2,842	\$15,959	17.81%	
Auto Registration Tax	\$145	\$850	17.06%	
Incremental Property Tax	\$2,045	\$13,080	15.63%	
Interest	\$0	\$5	0.00%	
Town of Windsor Funding	\$67,500	\$270,000	25.00%	
Total	\$72,532	\$299,894	24.19%	

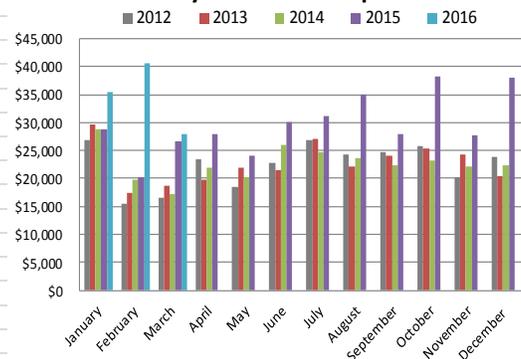
Special points of interest:

- March 2016 sales tax collections were \$1,177 above March 2015 sales tax collections.
- Revenue is a bit behind budgeted at the end of March 2016 at 24.19%, as we should see 25% of the revenue through the third month of the year.
- 2016 expenditures are under the budget benchmark with only 12.58% of the budget expended.

Windsor DDA Expenditures

Windsor DDA Expenditures				
Summary March 31, 2016	Expenditures	Budget	% of Budget	
Operations				
Office Supplies	\$121	\$500	24.20%	
Public Relations/Advertising	\$468	\$25,000	1.87%	
Board Development	\$40	\$4,000	1.00%	
Dues/Fees/Subscriptions	\$552	\$2,000	27.60%	
Small Equipment	\$0	\$2,500	0.00%	
Special Equipment	\$0	\$10,000	0.00%	
Street Repair/Maintenance	\$0	\$1,500	0.00%	
Travel/Mileage	\$0	\$500	0.00%	
Liability Insurance	\$0	\$2,500	0.00%	
Legal Services	\$2,186	\$10,000	21.86%	
Contract Services	\$10,796	\$50,380	21.43%	
Publishing/Recording	\$0	\$500	0.00%	
Postage	\$62	\$350	17.71%	
Printing/Binding	\$0	\$500	0.00%	
Study Review/Consultant	\$16,629	\$30,000	55.43%	
Facade Program	\$0	\$100,000	0.00%	
Administrative Transfer	\$1,250	\$5,000	25.00%	
Operations Total	\$32,104	\$245,230	13.09%	
Capital				
Site Improvements	\$0	\$5,000	0.00%	
Machinery/Equipment	\$0	\$5,000	0.00%	
Capital Total	\$0	\$10,000	0.00%	
Grand Total	\$32,104	\$255,230	12.58%	

Monthly Sales Tax Comparison



Windsor Downtown Development Authority

P.O. Box 381
Windsor, CO 80550
Email: info@windsordda.com

**Were on the web
windsordda.com**

Welcome to Windsor



DDA Mission Statement

“It is the mission of the Windsor DDA to create a prosperous, vibrant, energetic, and clean town center, by marketing downtown opportunities, retaining and expanding current business opportunities, preserving downtown charm, and enhancing physical appearance and amenities through partnerships with the community and stakeholders.”



PLAN OF DEVELOPMENT PROJECTS

The projects, facilities, programs and functions to be established and provided in the district will benefit and promote the health, safety, prosperity, security and general welfare of all occupants and owners thereof and will prevent deterioration of property values, will prevent the growth of blighted areas, and will be of special benefit to all property within the district.

- A. The promotion of, participation in, and assistance to private and public developments consistent with the priorities of the DDA by all means permitted by federal, state and local laws and regulations, including but not limited to, land assemblage, and/or acquiring, constructing, reconstruction, rehabilitating, equipping, selling and leasing space.
- B. Public facilities and improvements as necessary to complement private developments.
- C. A parking program to provide sufficient public parking to service all occupants and owners within the district.
- D. A pedestrian and vehicular circulation system.
- E. A beautification program.
- F. A convention/exhibition facility to be built in conjunction with private development of a downtown hotel and banquet hall.

DDA Board

Bob Winter, Chairman — Bob@windsordda.com
Dan Stauss, Vice Chairman — Dan@windsordda.com
Craig Petersen, Secretary/Treasurer — Craig@windsordda.com
Dean Koehler — Dean@windsordda.com
Jason Shaeffer — Jason@windsordda.com
Sean Pike — Sean@windsordda.com
Kristie Melendez, TOW Board Liaison — Kristie@windsordda.com

Term: April 2017
Term: April 2018
Term: April 2018
Term: April 2017
Term: April 2016
Term: April 2016
Term: April 2016

Accounts Payable

Transactions by Account

User: cturner
 Printed: 05/16/2016 - 8:07AM
 Batch: 00000.00.0000

4/16 - 5/16/16

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
19-486-6252-000	LILEY LAW OFFICES, LLC	DDA LEGAL SERVICES	04/21/2016	76614	288.00	
19-486-6252-000	LILEY LAW OFFICES, LLC	DDA PROFESSIONAL SERVICES-I	05/11/2016	76831	196.00	
		Vendor Subtotal for Department:486			484.00	
19-486-6253-000	AYRES ASSOCIATES, INC.	PROFESSIONAL SERVICES THRO	05/11/2016	76834	4,904.06	
		Vendor Subtotal for Department:486			4,904.06	
19-486-6263-000	PITNEY BOWES	POSTAGE/LEASE	05/12/2016	76798	12.09	
		Vendor Subtotal for Department:486			12.09	
19-486-6267-000	HUMPHRIES POLI ARCHITECTS.	LIBRARY FEASIBILITY STUDY	05/11/2016	76835	8,211.81	
		Vendor Subtotal for Department:486			8,211.81	
		Subtotal for Fund: 19			13,611.96	
		Report Total:			13,611.96	



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

<u>Finance Department</u>	
Vendor #	107453
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 13040	Notes:
VENDOR: Liley Law Office	
DBA: Liley Law Office (IF OTHER THAN VENDOR)	
Address: 419 Canyon Avenue, Suite 220 Fort Collins, CO 80521	
Phone:	
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
04/12/2016	Krystal Eucker		<i>PS</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252	000	DDA Legal Services	288.00
TOTAL					288.00

DDA EXPENSE

POSTED

Return to Stacey in Finance

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

April 12, 2016

In Reference To: DDA
Invoice #13040

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
3/8/2016	JCL Voice message to and call with Ian McCargar regarding revisions to Town/DDA Intergovernmental Agreement; lengthy email from Ian discussing his changes to Intergovernmental Agreement, process for Intergovernmental Agreement consideration and approval by Town Board; review attached revised Intergovernmental Agreement containing Ian's changes	0.60 \$180.00/hr	\$108.00
3/14/2016	JCL Email from Matt Ashby regarding Board consideration of Town/DDA Intergovernmental Agreement; email from Matt regarding packet for March 16 Board meeting; review packet	0.40 \$180.00/hr	\$72.00
3/15/2016	JCL Email to and from Ian McCargar regarding update on Town Board's consideration/approval of Intergovernmental Agreement; call with Patti Garcia regarding Town Board action on Intergovernmental Agreement, minor revisions to Intergovernmental Agreement exhibit; email to Matt Ashby regarding Ian's revisions to Intergovernmental Agreement; email to Matt Ashby regarding call with Patti and not attending March 16 Board meeting	0.50 \$180.00/hr	\$90.00
3/16/2016	JCL Email from and to Ian McCargar regarding finalizing Town/DDA Intergovernmental Agreement	0.10 \$180.00/hr	\$18.00
	For professional services rendered		<u>\$288.00</u>
	Previous balance		\$2,186.00
	Accounts receivable transactions		
3/15/2016	Payment - Thank You No. 76135		(\$2,186.00)

	<u>Amount</u>
Total payments and adjustments	<u>(\$2,186.00)</u>
Balance due	<u>\$288.00</u>



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

<u>Finance Department</u>	
Vendor #	107453
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 13073	Notes:
VENDOR: Liley Law Office	
DBA: Liley Law Office (IF OTHER THAN VENDOR)	
Address: 419 Canyon Avenue, Suite 220 Fort Collins, CO 80521	
Phone:	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
05/05/2016	Krystal Eucker		<i>PS</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6252	000	DDA Professional Services-Legal	196.00
TOTAL					196.00

POSTED

Return to Stacey in Finance

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

May 5, 2016

Re: DDA

Services Rendered per Invoice #13073

\$ 196.00

Total Due

\$ 196.00

Thank you

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

May 05, 2016

In Reference To: DDA
Invoice #13073



CONFIDENTIAL

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
4/4/2016	JPK Review request for audit letter from Town of Windsor; prepare draft response and email to Josh Liley and Lucia Liley	0.50 \$140.00/hr	\$70.00
4/19/2016	JCL Email from Matt Ashby regarding packet for April 20 Board meeting; review packet; voice message to Matt Ashby; call with Matt regarding agenda items for April 20 Board meeting; monthly status update	0.70 \$180.00/hr	\$126.00
	For professional services rendered		<u>\$196.00</u>
	Previous balance		\$288.00
	Accounts receivable transactions		
4/26/2016	Payment - Thank You No. 76614		<u>(\$288.00)</u>
	Total payments and adjustments		<u>(\$288.00)</u>
	Balance due		<u><u>\$196.00</u></u>



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

Finance Department	
Vendor #	107484
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 163384	Notes:
VENDOR: Ayres Associates	
DBA:	
(IF OTHER THAN VENDOR)	
Address: 214 W. Lincolnway, Suite 22	
Cheyenne, WY 82001	
Phone:	
Fax:	DDA EXPENSE

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
5/5/2016	Krystal Eucker		<i>[Signature]</i>

BUDGET LINE ITEM				DESCRIPTION	TOTAL
FUND	DEPT.	FUNCTION	PROJECT		
19	486	6253	000	Professional services through April 30, 2016- DDA	\$4,904.06
TOTAL					\$4,904.06

POSTED

Return to Stacey in Finance

Marketing Committee, Meeting w/ Katie Van Meter, Parking Notice Delivery

Totals	9.00	1,251.00	
Total Labor			1,251.00
		Subtotal this Task	\$1,251.00

Task MILL0 Mill Development Initiative
Professional Personnel

	Hours	Rate	Amount
Planner			
Ashby, Matthew	2.50	139.00	347.50
Meeting w Loveland DDA (Dev. RFP), Developer (Neenan)			
Totals	2.50		347.50
Total Labor			347.50
		Subtotal this Task	\$347.50

Task MTNGS Board and Committee Meetings
Professional Personnel

	Hours	Rate	Amount
Planner			
Ashby, Matthew	3.00	139.00	417.00
Board Meeting			
Ashby, Matthew	2.00	139.00	278.00
Board Prep			
Ashby, Matthew	2.00	139.00	278.00
Board Prep/Liley Review			
Ashby, Matthew	3.00	139.00	417.00
Library Parking			
Ashby, Matthew	5.00	139.00	695.00
Strategic Plan/Board Packet			
Totals	15.00		2,085.00
Total Labor			2,085.00
		Subtotal this Task	\$2,085.00

Billing Limits	Current	Prior	To-Date
Total Billings	4,904.06	19,105.83	24,009.89
Limit			45,798.00
Remaining			21,788.11

TOTAL THIS INVOICE **\$4,904.06**



All Invoices are payable upon receipt.
 There will be a monthly finance charge of 1.5% (18% per year) on the unpaid balance. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

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

VENDOR #
 105382

May 10, 2016

INVOICE #
 2483107-~~005~~
 MRJb

ALL SPLIT: \$622.95
ADDITIONAL:
TOTAL DUE: \$622.95

FUND	DEPT	FUNC	PROJ	DESCRIPTION	%	AMOUNT
1	421	6263		Police Department	14.21%	\$88.52
1	412	6263		Municipal Court Clerk	4.22%	\$26.29
1	419	6263		Planning Department	2.21%	\$13.77
1	456	6263		Cultural Affairs/Museum	0.63%	\$3.92
5	490	6263		CRC/Seniors	1.02%	\$6.35
1	451	6263		Recreation	7.23%	\$45.04
1	430	6263		Public Works	5.72%	\$35.63
1	454	6263		Parks	2.82%	\$17.57
1	413	6263		Administration	0.96%	\$5.98
1	431	6263		Engineering	2.62%	\$16.32
7	481	6263		Sewer	0.10%	\$0.62
6	471	6263		Water	24.15%	\$150.44
1	416	6263		Human Resources	2.27%	\$14.14
1	410	6263		Town Clerk	2.95%	\$18.38
1	415	6263		Finance	26.52%	\$165.21
1	420	6263		Economic Development	0.29%	\$1.81
19	486	6263		DDA	1.94%	\$12.09
1	418	6263		Legal	0.14%	\$0.87

TOTAL: 622.95

100.0%



SIGNATURE OF APPROVAL

POSTED

Leasing invoice# 2483107-MR16

April 3, 2016

Account name
Town Of Windsor

Lease acct number
2483107

Invoice number
2483107-MR16

Payment Options

Online Account Management



Register for *MyAccount* @
www.pb.com/myaccount. Click
View and Pay Bills for online
payments.



Pay by Phone through client service
1-800-732-7222 8 a.m to 8 p.m EST

Questions?

Go to: www.pb.com/support
Choose to chat with a live agent 8 a.m to
8 p.m EST

To Order Supplies

Go to: www.pb.com/supplies
Or call 1-800-243-7824 8 a.m to 8 p.m
EST

Invoice Summary - Schedule # 001

Leasing charges	\$622.95
Sales tax	\$0.00
Total due April 26, 2016	\$622.95

Please see reverse side for invoice details.

If you have any questions regarding your account, please call the telephone number listed on this invoice.

Your last payment of \$622.95 was credited to your account on Feb 4, 2016.

Any payments received after Mar 26, 2016 may not be reflected on this invoice.

Make check payable to **Pitney Bowes Global Financial Services LLC**.



Updating your meter provides optimal performance and accurate mail processing.

You can check for updates by doing a postage balance inquiry on your meter. If an update is not available then your meter is current.

Updating information can be found at www.pb.com/ratesandupdates.

Thank you for choosing Pitney Bowes.

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



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

<u>Finance Department</u>	
Vendor #	107508
Obligation #	

PAYMENT REQUEST

INVOICE NUMBER: 35048.00-4	
VENDOR: Humphries Poli	
DBA:	
(IF OTHER THAN VENDOR)	
ADDRESS:	
Phone:	DDA EXPENSE
Fax:	

INVOICE DATE	PROCESSED BY	SUPERVISOR APPROVAL	DEPT. HEAD APPROVAL
05/06/16	Patti Garcia		P Garcia <i>(Signature)</i>

BUDGET LINE ITEM					
FUND	DEPT.	FUNCTION	PROJECT	DESCRIPTION	TOTAL
19	486	6267		Library Feasibility Study	8,211.81
				<i>Project billing #4 - DDA \$4105.90 - Library \$4105.91</i>	
01	411	6267		Library Feasibility Study	4,105.91
				<i>Project billing #4</i>	
				TOTAL	\$12,317.72

POST

Invoice



HUMPHRIES | POLI
ARCHITECTS

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

April 30, 2016

Invoice No: 35048.00 - 4

Project 35048.00 Windsor Library
Professional Services from March 26, 2016 to April 25, 2016
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Project Initiation	500.00	100.00	500.00	500.00	0.00
Create Library Scope	8,500.00	100.00	8,500.00	8,500.00	0.00
Feasibility of Identified Sites	17,500.00	100.00	17,500.00	17,500.00	0.00
Identify Other Community Uses	2,500.00	100.00	2,500.00	1,250.00	1,250.00
Recommendation of Sites	5,000.00	100.00	5,000.00	3,750.00	1,250.00
Statement of Probable Cost	3,500.00	50.00	1,750.00	0.00	1,750.00
Final Presentation	500.00	0.00	0.00	0.00	0.00
Prelim Geotech Evaluation	5,000.00	100.00	5,000.00	1,250.00	3,750.00
Additional Site Eval and Public Mtg	4,250.00	100.00	4,250.00	0.00	4,250.00
Total Fee	47,250.00		45,000.00	32,750.00	12,250.00
	Total Fee				12,250.00

Reimbursable Expenses

Mileage

4/20/2016	Keil, Amy	Windsor Town Board	61.56	
	Total Reimbursables	1.1 times	61.56	67.72

Unit Billing

4/26/2016	In-house printing		643.49	
Mileage				
3/30/2016	Windsor meeting		64.80	
	Total Units	1.1 times	708.29	779.12

Billing Limits

Expenses	Current	Prior	To-Date
	846.84	500.00	1,346.84
Limit			500.00
Adjustment			-846.84

Total this Invoice \$12,317.72

Signed Dennis Humphries

Activity Report

Job Summary - External

03/26/2016 to 04/25/2016

35048 Standard Pricing

Windsor Library Feasibility Study

<u>Description</u>	<u>Qty. × Charge</u>	<u>Charge</u>
Large : Square Ft. - Black & White	4.58 × 0.40 ea.	1.83
Large : Square Ft. - Color	58.32 × 10.00 ea.	583.20
Small : Letter - Black & White	12 × 0.08 ea.	0.96
Small : Letter - Color	3 × 0.50 ea.	1.50
Small : Tabloid - Color	56 × 1.00 ea.	56.00

Totals For : 35048 - Windsor Library Feasibility Study **\$643.49**



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Date: May 18, 2016
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: May Report

Action Summary:

April into May has been active, highlights include:

- Downtown CleanUp Day – Assisted Board in coordinating activities related to the cleanup event. (Thanks to Kristie and Bob for volunteering!)
- Visited the south side blocks and handed out brochures with information from our strategic plan.
- Delivered notices to businesses on north side between 4th and 5th Street to alert them to Town's activities to freshen up the Backlot area.
- Met with the Town Communications Director, Katie Van Meter, to discuss how we might be able to collaborate.
- Received requests to address the weeds on the DDA "through lot", and a request for placement of a bench near 4th and Main. (Need follow up)
- Follow up meeting to discuss Library Feasibility Study and next steps. Drafted the "Downtown Futures Summit" workshop overview for review and consideration.
- Revised and updated the Strategic Plan Summary into brochure form (with assistance from Kristie!)
- Took several dozen photographs to help build our image library.
- Meetings this month included, Board Meeting (4/20), Library Feasibility Committee (4/20), Marketing Committee (4/27), Public/Private Partnership (5/5).
- Completed an interview with the Coloradoan resulting in an article published
- Signed DDA up to sponsor Broker Day
- Requested Stacy Johnson include DDA "through lot" in requests for real estate analysis

Total Fees to Date: \$24,009.89 of \$45,798.00 = 52%

Total Months Billed = Dec, Jan, Feb, March, April = 5/12 = 41%

Total Percentage Ahead of Contract = 11%

Anticipated Workload May-June:

- Completing application materials for CO Main Street Candidate Status.
- Downtown Futures Summit
- Development of "Welcome Packet"

Contract Adjustments:

As referenced above, the hours spent under the contract are trending in a way that exceeds the hours anticipated when we began in December. Additionally, the current contract began in December 2015 and runs through December 2016. This period doesn't match the budget year



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

for the DDA and skews the numbers slightly. In order to ensure that I am delivering the services requested while also meeting budget, we will need to consider a few adjustments for the remainder of the calendar year.

Why are we addressing this issue? As the role of the Executive Director has become clearer, several key initiatives have been launched and completed. Specifically, completion of the Strategic Plan was accelerated to help inform discussion regarding the IGA with the Town. This initiative combined with the Library Feasibility Study has resulted in extra hours worked under the contract than were initially anticipated.

The current not-to-exceed limit under the contract includes work completed in December 2015, which is not part of the current budget year. Recommendation #1 – Amend contract to reflect the addition of \$3963.31 which was paid out of the 2015 DDA budget. This will increase the amount able to be billed under the current contract to cover 13 months running from December 2015 –December 2016.

We are running ahead of budget by approximately 11%, largely due to the volume of work we have been pursuing over the course of the first Quarter. Options to address this issue include adjusting the upper limit of the contract, reducing the total hours worked, and/or adding a standardized rate sheet for additional Ayres staff members to the contract to enable lower cost employees to complete some of the day-to-day tasks associated with the contract. Recommendation #2 – Increase the contract limit by \$5,500 to a total of \$51,298.00. Another flex option would be to include a provision that the Board may authorize to increase this amount to \$56,000.00 following notification from the Board reflected in the minutes. Recommendation #3 – Enable the use of additional Ayres staff members within the contract by adding a standardized rate sheet to the contract.

Based upon discussion at the Board Meeting, I will present changes to the contract to Josh Liley to review and provide a recommendation to the Board in June. The budget could be adjusted to transfer the funds from the “Study/Review Consultant” line item into the “Contractual Services” line item.

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

Historic mill renovation a priority in Windsor



Rob White, rwhite@coloradoan.com 1:41 p.m. MDT May 2, 2016



(Photo: Coloradoan library)

Nearly eight years after it was damaged by a tornado and close to two years after a study put a \$9.2 million price tag on its potential redevelopment, the historic mill on the eastern edge of downtown Windsor stands in stasis.

While funding and a suitor to lead the mill's redevelopment have been hard to come by, questions about the building's future have been easy to find. Windsor Mayor Kristie Melendez said that one thing on the mind of nearly everyone she interacts with is: "What's going on with the mill?"

"It's a top-of-mind topic," she said. "It's been eight years ... is something ever going to happen?"

Windsor's Downtown Development Authority recently identified the mill's redevelopment as one of its top priorities.

"We're looking at various options of support that can be provided to the owners and future developers of the mill to move forward," said Matt Ashby, recently hired DDA director. "We're looking at all the different tools that are at our disposal to lend a hand in that process."

In October 2014, a study commissioned by the DDA envisioned a \$9.2 million project that would turn the historic flour mill into a building that could house a microbrewery, cafe, art gallery and other amenities. Building owners Ron and Melinda Lauer were involved in the feasibility study process.

MORE WINDSOR NEWS: [Windsor pledges \\$1 million to I-25 \(/story/news/2016/04/18/windsor-pledges-1-million-i-25/83181778/\)](#)

Ron Lauer said Thursday that he's showing the building to two interested parties within the week, but referred other questions to the DDA. He said he also refers interested parties to the DDA after showing the building.

Said Ashby: "We do have a number of connections with development entities and we are really ramping up our efforts to connect with developers who might be interested in the property."

The Windsor Milling & Elevator Co. operated the Main Street site beginning in 1899, producing up to 300 barrels of flour per day. The mill operated until 1990.

The mill's fourth story and much of the third floor were destroyed in the 2008 tornado that tore through Windsor. The feasibility report states that the overall integrity of the structure was not impaired by the act of nature, and that lower floors were not substantially affected.

"It's very clear from the feasibility study that was done, that the structure is stable enough to withhold some kind of redevelopment, and out of that came some really cool ideas that included retail, residential and commercial components," Melendez said.

The region's craft beer culture, combined with a relative shortage of dining and drinking establishments in the growing Windsor community, have many pointing to a brewery as a likely use.

MAYOR: [Melendez had early eye on Windsor mayorship \(/story/news/2016/04/25/melendez-had-early-eye-windsor-mayorship/83500716/\)](#)

"We're really seeing this as a possible incubator-type space," Ashby said. "The economy in Northern Colorado is booming, and to have something that would be associated with the educational component — sort of a craft-beer trade school — would be pretty outstanding."

Ashby said DDA programs that helped Hearth restaurant and Spokes cycle shop would also be available for mill developers. "If we get something in there that increases the value significantly we have the ability to provide a meaningful incentive for them to help redevelop that property."

The 2014 feasibility study noted that the mill has unique architecture, and is one of the few surviving examples of "stacked plank" construction, which at one time was common in mills and other industrial buildings. The report said the architecture creates an opportunity for the mill to become an iconic destination ... "because of its unique character and appeal."

"I'm hoping by the end of summer we'll see what options there are for getting something moving with the mill," Melendez said, who is also the Windsor Town Board's liaison to the DDA.

Other top DDA objectives include working with the library district to find and build a new downtown location, and to develop the Boardwalk "back lot," the

gravel area overlooking Windsor Lake between Fourth and Fifth streets north of Main Street.

But, Ashby said, "The mill is definitely a huge priority. It's such a landmark and a gateway to the heart of Windsor. It really is kind of an icon in town."

Read or Share this story: <http://noconow.co/1TGujHb>





DOWNTOWN FUTURES SUMMIT – LINKING VISION TO ACTION

Perspective: Windsor, Colorado’s downtown has been the subject of significant investigation and research over the past 5-10 years, centering on the identification of strategies to advance individual catalyst projects. These projects include restoration of the Mill, development of the lakefront “backlot” property owned by the DDA, and the recent Library Feasibility Study. A number of other studies have addressed parking, the overall vision for the DDA, and historic inventories.

Most recently, the DDA has completed a Strategic Plan highlighting several of the key initiatives that need to move forward to launch a new era of investment in Downtown Windsor. These initiatives include three signature development projects: The Mill, The Backlot, and The Library. Yet as discussions progress with partners including the Town of Windsor and the Clearview Library District, the barrier to action is the swirling mass of opportunity.

How do we make the correct steps so that each project can develop in a coordinated and catalytic manner?

That’s where the ***Downtown Futures Summit*** comes in. A solid foundation for the future of Downtown Windsor is in place. Yet community leaders needs to determine the next step to take in promoting the emergence of developments out of the ground and into vertical construction. We have a solid foundation, but need to take a holistic view of the studies that have been produced to create the connection between the vision and the development that is the tangible action resulting from those studies.

Transitioning from Planning to Development: The Town of Windsor, the Downtown Development Authority, and the Clearview Library District are partnering to create a gathering of perspectives to help us in transitioning from *Planning* to *Development*. We will be hosting a multi-day design summit take the concepts that have been developed over the past few years and mash them together to assess how visionary components from the Mill, the Backlot, and Library studies might work together in a consolidated manner. Here’s who we see playing a role in this discussion:

- **Summit Facilitator:** (Consulting Firm) This group will provide a team of designers able to distill information from a variety of participants and illustrate the build-out of these key projects in Downtown Windsor. The Summit Facilitator will be supported by Town Staff and DDA Staff who will handle event logistics for this 2-3 day event.
- **Downtown Stakeholders:** This broad group encompasses anybody who is interested in Downtown Windsor, including property owners, business owners, employees, patrons, and passersby. They will provide a reality check for the process, and will guide the eventual recommendations for key project design limits and opportunities.
- **Board Members:** This group includes the Board Members who will be coordinating the mission and vision of key community groups, including the Windsor Town Board, the DDA Board, and the Clearview Library District Board.
- **Development Professionals:** A broad net will be cast to find developers and investors who may be interested working with Windsor to move the discussion beyond the plan set and into construction. We’re looking for key insights to help establish how a public-private partnership can work, while avoiding the pitfalls these seasoned professionals have encountered on other projects. Developers with experience completing transformational projects on a smaller



neighborhood scale will be encouraged to participate as we see development potential evolving over several years.

- Supporting Actors: Several professionals will be playing roles to support the dialogue with insight relative to the local conditions. These players include:
 - Transportation and Parking Solutions: Carlos Hernandez, (Fox, Tuttle, Hernandez Transportation Group)
 - Construction Feasibility Navigation: Will Welch, (Wm. T. Welch Co.)
 - Library Feasibility Study: Dennis Humphries (Humphries-Poli Architects)
 - Economic Feasibility Analysis: Matt Prosser (Environmental Planning Solutions)
 - Town Staff/DDA Staff

The Deliverable: At the end of the day, the **Downtown Futures Summit** is about action. The goal is to determine next step in coordinating development action in Downtown Windsor. The Summit Facilitator will provide a series of scenarios that explores alternative, interwoven futures for Downtown based upon the concepts initiated within the various studies. Providing coordinated analysis, the result will provide information on how to move forward. The end goal is to provide sufficient information to enable the Town of Windsor and DDA to issue a Request for Proposals to initiate a public-private partnership (P3) that will result in the coordinated development of Downtown Windsor.

Key Questions to Address:

- Does the presence of the Library downtown impact development opportunities in a critical way? Explore scenarios with both the Library downtown as well as outside the DDA district.
- How do we handle parking and transportation solutions for different scenarios? Can parking be handled in a coordinated manner to address the needs of all downtown users?
- Town/DDA assistance – what elements can be committed to help in facilitating projects? Fee waivers, streamlined approvals, code adjustments, business support... How can the local team provide a concierge experience to advance development once the community's parameters have been agreed upon?



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

MARKETING COMMITTEE MEETING
Wednesday, April 27, 2016, 7:30AM
301 Walnut Street, First Floor Conference Room
Windsor, CO 80550

MEETING SUMMARY

Kristie Melendez, Cristin Peratt, Bob Winter, Dean Keohler, Craig Petersen

1. Windsor Now! Ad – Progress Report
Next feature will be the Border. There's new ownership so this will be a good way to welcome the new owners. Will be featuring Guys and Dolls Salon as well. Additional photos would be great as well. (Vacations in Paradise, Simply Home, and Manweillers will be featured in Jun/Jul/Aug.)
 2. May Newsletter
 - i. Put out a call for photos in Downtown.
 - ii. Call for events to share for rack card. Deadline: May 9th. (Merchant events.)
 - iii. Plan on some Memorial Day photos with Sertoma Club. (Reminder)
 - iv. Clean Sweep
 - v. BBQ if date is set
 - vi. Committee volunteer announcement – Join Up. Welcome to Jaime...
 - vii. Spotlight announcement (Fall list)
 - viii. Volunteers for All Town BBQ – June 2.
 3. Welcome Wagon Packet/DDA Intro
 - i. Mission Statement, Key Initiatives, Committee Involvement
 - ii. Maybe start with the info in the
 - iii. 11x13 size – legal size tri-fold
 - iv. Kristie to get some quotes on printing.
 - v. Design so that it could be mailed.
 - vi. Get property owners mailing list – Possibly a mailing plus visit. Expand the boundary to include neighbors.
 4. DDA Schedule of 2016 Events/Sponsorships/Rack Cards
 - i. Kristie to create 2016 based on last year's events. One year the card included information on the Committees. The back also included businesses that generated sales tax. Savor, Sip, Shop and Snip – List Businesses and add website in larger font. Describe that the purpose of listing the businesses is to "make a day of it".
 5. Clean Sweep – May 13th
-



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

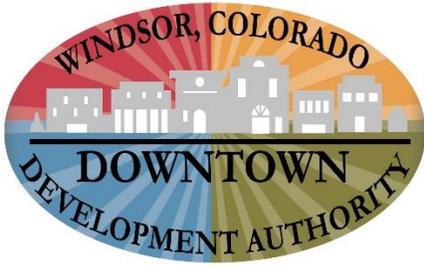
www.windsordda.com

- i. Refreshment Station for staff/volunteers (Pike's @ 6:30AM – 8:00AM)
 1. Matt – Flyer for Town Staff.
 2. Set up for coffee – Kristie to manage set up. Bob to manage at 7:30-8:00.
 3. Burritos, donuts, coffee, juice.
 4. Napkins and plates remaining
 - ii. Window Washing Crew/Supplies
 1. Band – Wanted to do it as a thank you for the businesses supporting the band.
 2. Squeegee, Windex. Kristie to gather buckets and cloths.
 - iii. Door-to-Door Notification/Flyer
 1. Back Lot Constant Contact notification.
 2. Idea – segment the email listing by block.
6. Town BBQ
- i. All Town BBQ – June 2. (Concert Kickoff Series). Request Board to Volunteer.
 1. Agenda Item – Board Shirts (Dean to forward info.)
 - ii. DDA Member BBQ – Looking at June 29th
 1. Consider options to include public meeting element
 2. Name for the event
7. Strategic Plan – Marketing Committee Tasks Review
- i. Board to review Strategic Plan and provide comments.
8. Sponsorship Guidelines
- i. Please review. Board will consider for adoption at June Meeting.
9. Communications
- i. Food Truck Information
 1. Location of a food truck in such close proximity to a permanent restaurant would run counter to code. Discussion included continuing to pursue cleanup of the site and discussions with adjacent owner to acquire full parcel.
 2. Request Stacy to include the parcel adjacent to the “through-lot”
 - ii. Downtown Colorado Inc. Conference, Sept. 20-23, Pueblo.
 1. Matt to provide registration information when available.
 - iii. Broker Day – June 7
 1. DDA to sponsor and attend.
-



DDA SPONSORSHIP PROGRAM

FINAL REPORT



Sponsorship Final Report

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

ORGANIZATION DIRECTOR/PRESIDENT: _____

SPONSORSHIP CONTACT: _____

DAYTIME PHONE: _____ **CELL PHONE:** _____

FAX: _____ **EMAIL:** _____

WEBSITE ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER: _____

AMOUNT REQUESTED: \$ _____ **AMOUNT GRANTED: \$** _____

FISCAL YEAR END: _____

DATES COVERED BY THIS GRANT: From _____ To _____

BRIEF DESCRIPTION OF REQUEST:

I hereby certify that the above and attached statements are true and accurate.

Signature, Director/President

Date

DDA Sponsorship Instructions

If you received a sponsorship, please use this form. Reference your written sponsorship when answering these questions. It may be easier to cut and paste in previously written goals and objectives from the application submitted and then expand on results, outcomes, and other findings. Make sure to include the sponsorship cover sheet in your report.

- I. Narrative – maximum of four (4) pages, exclusive of attachments
 - A. Results/Outcomes
 1. Describe the progress made toward the stated goals and objectives related to this specific grant. Include the goals and objectives stated from your sponsorship application in the response.
 2. What difference did this sponsorship make in the community and for those affected? Discuss the evidence of effect (i.e. numbers served, demographic information, survey results, etc.)
 3. Were there any unanticipated results, either positive or negative? If yes, please describe the implications.
 4. Describe collaborations, if any, related to the work funded by this sponsorship and how it impacted your efforts.
 5. Did any external or environmental factors affect the achievement of your project/program or organizational goals? If yes, how did you address those issues?
 6. If you will be continuing with the project or program, what are the plans for sustaining or expanding along with a future funding plan? If the project/program is being discontinued, what factors led to that decision?
- II. Financials
 - A. Include your organizational budget or program budget (revenue and expenses).
 1. Itemize expenditures covered by sponsorship and amount actually spent.
 2. If there were any major variances in the original budget submitted, please explain.
 - B. If you are not a 501(c)(3), include copies of all receipts for expenses.