



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

P.O. BOX 381, Windsor, CO 80550

www.windsordda.com

BOARD OF DIRECTORS MEETING

AUGUST 17, 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. **KEY INITIATIVES:**
 - 1. Mill Project Coordination Update – M. Ashby
 - 2. Library Update – M. Ashby
 - 1. Update Meeting
 - 3. Backlot Boardwalk Update – M. Ashby
 - i. Summary Draft – (J. Liley)
 - ii. Action Options – (I. McCargar)
 - 4. Growth & Sustainability – B. Winter
- F. Approval of Minutes from the July 27, 2016 Board of Directors Meeting – M. Ashby
- G. Report of Bills, Financial Report – P. Garcia, M. Ashby
- H. Executive Director's Report – M. Ashby
 - 1. Contract Amendment
- I. **COMMITTEE REPORTS:**
 - 1. Marketing Committee (No July Meeting)
 - Sponsor Policy (2 Docs, Clean and Strikethrough Versions) – (J. Liley)
 - Footsteps to Hope Walk – (D. Martin)
 - Local Magazine Ads
 - Windsor Now
 - N2 Publishing
 - 2. Beautification Committee – No Update
 - 3. Parking Committee - No Update
- J. **COMMUNICATIONS:**
 - 1. Name Tags
 - 2. Main Street Program – Accepted. Article.
 - 3. Railroad Quiet Zone. Article.
- K. The News on the Street is . . .
- L. Adjourn

Note: Underlined items include attachments.

MEMORANDUM

Date: August 17, 2016
To: Board of Directors of the Windsor DDA
From: Matt Ashby, Executive Director and Joshua Liley, General Counsel
Re: DDA Backlots—Property Line Issues

History:

The property identified in Attachment A was acquired by the DDA between 2012 and 2014, and includes Lots 21 and 22 of the Burlington Subdivision, an unplatted lot situated between Lots 21 and 22, and Lot 11, Block 5, of the Town of Windsor Subdivision (the “DDA Property”). Since the time of acquisition, much of the DDA Property has been used primarily as a temporary, unimproved parking lot.

In 2014, the DDA held a public process to help define what the future of this area might hold, with support for concepts that included development of additional commercial/mixed-use buildings combined with improved circulation and pedestrian access. This process led the DDA to consider the creation of an alleyway in this area using portions of the DDA Property, adjacent Town of Windsor right-of-way and the property identified as an “alley” on the 2013 ALTA survey prepared by King Surveyors in connection with the DDA’s purchase of Lot 21 and the unplatted lot. A copy of the survey is provided in Attachment B. The DDA also considered at this time the possibility of undergrounding the existing overhead power lines within this proposed alleyway.

Discussions between the DDA and Town Staff on these points soon led to the discovery that the alley identified in the 2013 survey was not an actual alley, nor did it appear to be part of the Town of Windsor Subdivision to the south or the Burlington Subdivision to the north. Research conducted by DDA legal counsel revealed that this sliver of property is likely a fragment of the former Greeley Salt Lake and Pacific Railroad depot grounds. For reasons lost to time, it was never folded into either of these subdivisions by plat or deed. The depot grounds fragment can be seen on the plat of Burlington Subdivision, a portion of which is depicted in Attachment C¹.

With the information currently available to the DDA and the Town, it is not possible to conclusively determine who owns the depot grounds fragment. Record ownership of the depot grounds fragment appears to remain with holder of the railroad right-of-way from

¹ The property line information for the Town of Windsor Subdivision contained in the Burlington Subdivision plat should not be considered reliable, as its purpose was to create the Burlington Subdivision, not amend or otherwise alter the plat for the Town of Windsor Subdivision. Whether properties in the Town of Windsor Subdivision were actually surveyed in connection with the preparation of the Burlington Subdivision plat is unknown.

which these subdivisions were carved. This was originally the Greeley Salt Lake and Pacific Railroad and is now believed to be Burlington Northern Santa Fe Railway (“BNSF”). Legal ownership of the depot grounds fragment is a more complicated issue to unravel due to long-standing usage of various portions of such property by lot owners in Block 5 of the Town of Windsor Subdivision, bringing into play various legal doctrines which, under certain circumstances, allow one property owner to acquire title to, or other interests in, the property of another.

The research conducted by DDA counsel revealed that most, if not all, of the buildings constructed on Block 5 were built beyond the property lines established in the 1882 Town of Windsor Subdivision plat, encroaching into the depot grounds fragment. A review of title work for several of the lots located in Block 5 showed that the legal descriptions contained in their deeds were expanded many decades ago, presumably to reflect these encroachments. However, these deed-adjusted lot lines do not appear to have been based upon a transfer of property by BNSF (or prior owner of the railroad right-of-way) or a court order regarding title claims (such as adverse possession), nor was the plat of the Town of Windsor Subdivision ever amended to reflect these adjusted lot lines. Additional usage by property owners beyond building encroachments (e.g., access, parking) has further clouded the title picture for the depot grounds fragment. The extent to which property owners in Block 5 have acquired ownership or other rights through additional usage is unclear.

As it relates to the DDA, the existence of the depot grounds fragment will likely hinder, and possibly prevent, certain improvement activities contemplated by the DDA for the DDA Property and the surrounding area, such as the undergrounding of the existing powerlines, the creation of an alleyway, and the creation of a pedestrian connection linking Main Street to the alleyway and the bulk of the DDA Property. However, it should be noted that the boundary line issues that resulted in the depot grounds fragment do not impact title to the properties the DDA purchased in 2012 and 2013 (Lots 21 and 22 of the Burlington Subdivision and the unplatted lot). The 2013 survey commissioned by the DDA showed no encroachments or other boundary line issues with these properties.

Solution:

From a legal standpoint, proper resolution of the boundary line issues described in this memorandum will require some form of judicial determination establishing the various property rights held by the owners of Block 5 in and to the depot grounds fragment, the extinguishing of BNSF’s (or another railroad’s) rights in and to the depot grounds fragment, and the replatting of the Town of Windsor Subdivision and the Burlington Subdivision to reflect the adjusted lot lines created by the judicial determination. Given the facts present here – numerous individual lot owners, apparent ownership of property fragments by BNSF, a

public improvement project by the DDA – the most logical judicial proceeding to employ to solve this issue would be eminent domain. As the DDA does not have the power of eminent domain, the Town’s involvement would be necessary.

Assuming the Town agrees to this process, accomplishing the foregoing will require coordination and cooperation with the Town on its eminent domain proceeding, and technical aspects related to such proceeding (e.g., survey work and title evaluation for Block 5). It will also require cooperation and coordination with all affected lot owners within Block 5, beginning with a comprehensive outreach process regarding what is happening and why, how the end result will benefit lot owners, and to determine the nature and extent of each lot owner’s usage of the depot grounds fragment.

This outreach will allow the DDA and the Town to understand the unique circumstance present with each lot, so that the proceedings can unfold in a manner that preserves the rights acquired by lot owners through building encroachments and other long-standing usage of the depot grounds fragment. Where rights are unclear, the DDA will look to find mutually agreeable solutions. Whatever remains of the depot grounds fragment upon conclusion of this proceeding could then be folded into the DDA Property, subject, of course, to an agreement between the Town and the DDA.

End Goal:

Allowing the DDA to bring high quality redevelopment to the DDA Property and the surrounding area in a way that accommodates many of the current uses of the depot grounds fragment, while at the same time cleaning up the title issues present in Block 5 which could impair redevelopment of those lots in the future.

Proposed Next Steps:

(1) Begin comprehensive outreach process with Block 5 lot owners; and (2) work with Town Staff and the Town Attorney to identify the legal and technical steps necessary to move forward with the eminent domain proceeding, and the order in which those steps should be taken.



MEMORANDUM

Date: August 17, 2016
To: Downtown Development Authority Board
Via: Joshua Liley, DDA General Counsel
From: Ian D. McCargar, Windsor Town Attorney
Re: DDA-Town cooperation; DDA "back lots"

Background / Discussion:

The Town is willing to assist the DDA in the DDA's efforts to bring quality redevelopment to the north (back) side of the Main Street buildings between 4th Street and 5th Street. The main legal obstacle is cleaning up title issues unique to this part of downtown.

This effort should first involve a cooperative outreach to all property owners, and accommodation of those who have, either by deed or by longstanding practice, made use of portions of the former Burlington Railway Depot Yard. These fragments of the former Depot Yard serve as a legal "no man's land" in some locations, but in others have been put to use by the adjacent building owners. Those who have not made use of or claim to the Depot Yard fragments should also be included in this outreach, primarily for informational purposes. All property owners should be made aware of the benefits of the plan for redevelopment. The benefits include a publicly-owned and maintained alleyway, appealing to visitors, and with improved functionality for the business owners.

The property owners should also be informed that, once we reach basic understandings with those willing to work with us, the Town will initiate an eminent domain proceeding, in which we will affirm the property owner agreements. There may be some with whom we are unable to agree. The eminent domain case will allow us to work out the title and compensation issues for these owners as well. The eminent domain aspect of this should be presented as the only legal tool by which the Town will by court order clean up the title issues, affirm its agreements with those willing to agree, and sort out the other interests.

At the conclusion of the eminent domain case, the Town will acquire the Depot Yard fragments which, when combined with the DDA's ownership parcel, will complete the alleyway redevelopment. The Town's court-ordered ownership rights will recognize its agreements with the property owners and will incorporate the court's resolution of any other interests. The Town would then reach a separate agreement with the DDA for alleyway improvements, access, use, maintenance, etc. This arrangement can be worked out in advance, but take effect only when the eminent domain case is concluded. Even though the eminent domain case results in a "taking" of property, the taking will be cooperative and focused on the public benefits of redevelopment.

Financial Impact:

With Town Board approval, the Town may be willing to absorb some or all of the legal costs for the eminent domain proceedings, with the expectation that through DDA diplomatic efforts, agreements can be reached with as many property owners as possible. The Town may look to the DDA for contributions if the eminent domain process results in compensation awards to property owners. The cost of eminent domain cases varies widely, but is estimated in the range of \$10,000-\$15,000, including the cost of valuation experts and counsel. Survey costs and compensation awards are in addition to this litigation cost estimate.

Relationship to Windsor's Strategic Plan: Strong local economy

Relationship to DDA's Strategic Plan: Redevelop the "back lots"



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BOARD OF DIRECTORS MEETING

JULY 27, 2016 – 7:30 a.m.

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

DRAFT MINUTES

Attendance: Bob Winter, Cristin Peratt, Kristy Melendez, Dean Koehler, Dan Stauss. **Excused:** Sean Pike, Craig Petersen. **Staff:** Kelly Arnold, Patti Garcia, Matt Ashby. **Guests:** Steve Schroyer.

- 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

Moved: KM, DK. Approved.

- E. Executive Session
Executive session for the following purposes, in accordance with C.R.S. 24-6-402(4)(e):
(e.) Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators.

Moved to enter into session: KM, DS. Approved. (Approximately 7:35AM)

8:18AM – Mr. Schroyer left the discussion.

Motion to close executive session: KM. CP. Approved. (Approximately 8:32AM)

F. KEY INITIATIVES:

- 1. Mill Project Coordination Update – M. Ashby
Discussion: All info requests to director.
- 2. Library Update – M. Ashby
 - i. East Parcel Under Contract
Discussion: Additional due diligence is taking place relative to engineering and surveying. Suggested that the Library host a reconvening of a meeting with the 3 entities who supported the feasibility study for a wrap up. Possible options to extend our district eventually to incorporate the property.
 - ii. Downtown Futures Summit
 - 1. Proposals Received
 - 2. Postponement
- 3. Backlot Boardwalk Update
 - i. Summary Draft – In Progress (J. Liley)
Discussion: Continue refining the issue summary and the process to address. Also include the logistics of undergrounding and any costs or changes to the building owners. Future discussion on the design and function of the alley area.
Discussion: Matt met with developers about Downtown opportunities.
- 4. Growth & Sustainability – M. Ashby
Discussion: Extension of the DDA to the east would be an opportunity.
Action: BW to discuss with property owners.

- G. Approval of Minutes from the June 15, 2016 Board of Directors Meeting – M. Ashby

Moved: DK, DS. Approved.

Note: Underlined items include attachments.



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H. Report of Bills, Financial Report – P. Garcia, M. Ashby

Discussion: Town of Windsor financial report will be forwarded. Building permits have reached 317 units through the month of June. This is leading the region at this point. The anticipation is that Windsor could add approximately 1600 new residents over the year.

Moved: KM, DK. Approved.

I. Executive Director's Report – M. Ashby

1. Contract Amendment Update

Action: Postpone to next month. Ashby provided overview.

2. Website Maintenance Contract/Invoice

Discussion: KM identified that our website changes over the course of the year have been less than we paid for through the maintenance contract. Board discussed the benefit of simply 'paying as we go'.

Motion: DK Move to the hourly rate with the website provider. DS. Approved.

Action: Matt to turn around hosting invoice ASAP.

Discussion: Attorney discussion. Matt provided information from Kim Schutt regarding supplemental services. Recommended that two members of the board meet to discuss the options.

Action: BW and DS to visit with Kimberly to discuss options.

J. **COMMITTEE REPORTS:**

1. Marketing Committee (No June Meeting)

- Sponsor Policy – (In Progress – J. Liley)

Discussion: Josh, provide guidance on whether events at Boardwalk Park can be sponsored, despite the event not happening within the District.

Action: Matt - Final Policy to come back to regular meeting. Josh to provide policy next week to review.

- Rack Card

Discussion: Delivery of the rack cards brought back some concern about customer interaction. Critique that the DDA doesn't do anything that would directly help the businesses. Keep discussions front of mind for outreach. Question of whether there have been any focus groups or outreach – might be an option to help with outreach.

Action: Matt to research what other programs have completed to assist businesses. Provide the board with a summary to address that critique.

Discussion: Backlot BBQ needs to select a date. Possibly a September date to be able to present about the Mill. 9/28/16. Invitation to businesses to come and find out what we're doing, include a form that people can fill out.

Action: Matt to develop feedback form.

Discussion: Farmers Market was part of the Town's Strategic Plan – Want to make sure this issue doesn't fall through the cracks. We want to make sure that the DDA has involvement. Possibility of locating it in the park or adjacent to Blushing Bride.

Action: Matt to discuss with Eric Lucas about the concepts for the Market.

Discussion: MyWindsorNow is starting a magazine and may be interest. Recommend her providing information at the August marketing meeting.

Action: Matt - Also connect with Julie Ruane to attend the meeting to present her information.

2. Beautification Committee

- Spokes Façade Easement

Note: Underlined items include attachments.



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Discussion: Closing documents are ready to be signed and Patti is ready to deliver the check once completed.

Action: Matt – Schedule discussion on how to improve the FIP program and streamline the process.

3. Parking Committee - No Update

Discussion: BW talked to three property owners and they identified that if the town was willing to stripe and complete crack sealing, they will be willing to open their lots for after-hours parking.

Action: BW to draft summary of the concept to provide to the town for review and further discussion.

K. COMMUNICATIONS:

1. Name Tags
2. Bench Request –

Discussion: The board looked at the proximity of other benches nearby. It appears the block is covered with sufficient benches. The DDA strategically placed the benches, not by business location, or on a request basis. Provide option to join the business spotlight.

Action: Matt to send letter.

L. The News on the Street is . . .

M. Adjourn

Motion: DS, KP. Adjourn.

Note: Underlined items include attachments.

Bank Reconciliation

Board Audit

User: cturner
Printed: 08/10/2016 - 10:46AM
Date Range: 07/01/2016 - 07/31/2016
Systems: '(All)'



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

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORI				
Department: 486 DOWNTOWN DEVELOPMENT AU				
77544	AYRES ASSOCIATES, INC.	PROFESSIONAL SERVICES THROUGH 6/3/16- DDA	07/22/2016	8,312.16
77469	CARD SERVICES	CONSTANT CONTACT	07/15/2016	20.00
77458	GREELEY TRIBUNE	DDA 1/8 PAGE	07/15/2016	545.00
77526	GREELEY TRIBUNE	DDA 1/8 PAGE	07/22/2016	545.00
77545	HUMPHRIES POLI ARCHITECTS, P.C.	LIBRARY FEASIBILITY STUDY- PROJECT BILLING #5	07/22/2016	1,500.00
77482	KAILEE MELENDEZ	WEBSITE/FACEBOOK UPDATES. NEWSLETTER, EMAILS- DDA	07/15/2016	88.00
77604	LILEY LAW OFFICES, LLC	JUNE 2016 DDA LEGAL SERVICES	07/29/2016	2,258.00
77605	SMART MARKETING, LLC	RACK CARD DELIVERY	07/29/2016	45.00
77587	SPOKES, INC	FACADE IMPROVEMENT GRANT-427 MAIN STREET/SPOKES	07/29/2016	19,567.00
77329	VISTA WORKS	WEBSITE DOMAIN RENEWALS (4)	07/01/2016	98.80
77350	WINDSOR CHAMBER OF COMMERCE	2016 CHAMBER MEMBERSHIP	07/08/2016	625.00
Total for Department: 486 DOWNTOWN DEVELOP				33,603.96
Total for Fund:19 DOWNTOWN DEVELOPMENT A				33,603.96
Grand Total				33,603.96



WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Date: August 15, 2016
To: Downtown Development Authority Board of Directors
From: Matt Ashby, DDA Executive Director
Re: August Report

Action Summary:

July 27 to August 15 highlights include:

- Meetings this month included, Board Meeting (7/27), Developer Meeting - McWhinney (7/25), Developer Meeting - Neenan (7/26), Economic Development Coordination Meeting (8/5), Agencies Update Call w/ TOW (8/3).
- Coordinating discussions with a private development firm to discuss opportunities for investment in Downtown Windsor, provided information and plans, including downtown parking code info.
- Received approval notice from Colorado Main Street. Provided interview to newspaper, photos and contact lists to the program, and identified next steps.
- Responded to interview requests regarding the Blue Ocean announcement.
- Conferred with Lucia Liley regarding approach to highlighting options regarding Mill incentives. Discussed Sponsor Policy and Backlot Summary with Josh Liley.

Total Fees to Date (Thru 7/23/16): \$34,929.21 of \$45,798.00 = 76%

Total Months Billed = Dec, Jan, Feb, March, April, May, June, July = 8/12 = 66%

Total Percentage Ahead of Contract = 10%

Anticipated Workload August-September:

- Continued follow up on Mill Project and other development inquiries
- Review of Façade Improvement Program
- Backlot Outreach Efforts

Contract Adjustments:

Updated contract was reviewed and provided by Josh Liley for your consideration on July 27. The item was postponed until the August 15th meeting to allow review of the contract.

Note: Ayres has hired an additional employee who will be able to assist with the contract for routine items to help in maintaining efficient service provision.

Matt will be unable to attend the August 24th Marketing Committee meeting. Barbara Kloth will attend to take notes. Matt will also be attending the Downtown Colorado Inc conference on September 21.

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

AMENDMENT TO AGREEMENT

THIS AMENDMENT TO AGREEMENT (“Amendment”) is made and entered into on the day and year below set forth by and between THE WINDSOR, COLORADO, DOWNTOWN DEVELOPMENT AUTHORITY (the “DDA”), and AYRES ASSOCIATES INC (“Ayres”).

WITNESSETH:

WHEREAS, on December 16th, 2015, the DDA and Ayres entered into that certain agreement entitled “Master Agreement for Professional Services” (the “Agreement”) regarding the provision to the DDA by Ayres of the consulting services therein described;

WHEREAS, the maximum amount payable to Ayres under the Agreement is fixed at \$45,798.00, with such amount being based upon a projection of the DDA’s needs during the term of the Agreement, which began upon execution by the parties on December 16, 2015, and continues through December 31, 2016;

WHEREAS, the DDA has determined that its actual consulting needs during the term of the Agreement will exceed its projected needs and, in recognition thereof, it desires to increase the maximum amount of compensation payable during the term of the Agreement; and

WHEREAS, the parties further wish to amend the Agreement to provide a mechanism by which additional staff members may be utilized by Ayres in the performance of its obligations under the Agreement.

NOW, THEREFORE, the parties hereto agree to the following amendments to the Agreement:

1. Article 5.1.1 of the Agreement is hereby amended as follows, with stricken text being deleted from the Agreement and bolded, underlined text being added:

“5.1.1 Compensation. CONSULTANT shall perform the Scope of Services on a time and reimbursable direct cost basis. Compensation for time shall be paid in accordance with the rates set forth on Attachment F. Mileage will be charged at standard federal rate. Travel time will be billed at cost. The foregoing notwithstanding, the maximum amount payable pursuant to this Agreement for CONSULTANT’S time and direct costs (or that of any authorized subconsultant) for each year this Agreement is in effect shall be ~~\$45,798.00~~ **as follows:**

December 16, 2015 through December 31, 2015 - \$3,614.00

January 1, 2016 through December 31, 2016 - \$51,298.00

(Attachment F contains the estimated hours, direct expenses, and billing rates for staff anticipated to perform work under the Scope of Services).”

2. Article 5 is hereby amended to include the following as Article 5.1.3:

“5.1.3 Additional Compensation. The maximum amount of compensation for CONSULTANT’S time and direct costs established in Article 5.1.1 above may be increased by a maximum of \$5,000.00 upon the written consent of OWNER.”

3. Attachment F to the Agreement is hereby amended as follows, with stricken text being deleted from Attachment F and bolded, underlined text being added:

[See Exhibit A attached hereto and incorporated herein by reference.]

4. This Amendment shall be effective upon execution.

5. With the exception of the amendments describe above, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day and year of the last signature below written.

THE WINDSOR, COLORADO, DOWNTOWN
DEVELOPMENT AUTHORITY

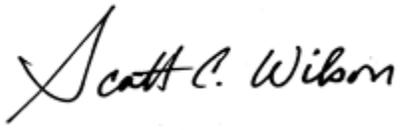
By: _____
Bob Winter, Chairperson

Date: _____

ATTEST:

By: _____
Craig Petersen, Secretary

AYRES ASSOCIATES INC

By: 

Scott C. Wilson, Vice President

Date: August 15, 2016

EXHIBIT A TO AMENDMENT TO AGREEMENT

ATTACHMENT F - TIME/BUDGET ALLOCATION OVERVIEW

BASIC SERVICES – TIME/BUDGET ALLOCATION OVERVIEW

Ayres Associates anticipates providing administrative services to the Windsor Downtown Development Authority. Basic services generally include:

- Attendance and management of DDA Board Meetings, production of agendas, minutes and reports;
- Content guidance for monthly updates to the website;
- Content assistance for monthly newsletter and weekly social media updates;
- Facilitate drafting of annual committee work plans;
- Budget management and oversight in coordination with DDA.
- Attendance at meetings as deemed necessary by DDA.

Based upon the approved budget for the organization, the following budget worksheet provides guidance for the allocation of hours as necessary to provide the requested services. Note that services are provided on-demand, so actual costs will be determined fully upon the direction of the Board.

Team Member	Function	Monthly Est. Hours	Notes:
Urban Planner Hourly: \$139.00	Board Meeting	6	During on-site days, planner will spend time working in a local establishment to maintain availability and visibility. Only hours dedicated to DDA-Windsor work will be billed during these times. On-site days can be consolidated to maximize efficiency or expanded based on direction of the DDA.
	On Site Day	6	
	On Site Day	6	
	Off-Site Office Work	6	
	Newsletter/PR/WEB	2	Newsletter content, Web content guidance, Social Media content creation, Etc.
Planner Hourly: \$93.00			<u>*Prior to utilizing additional staff members, Consultant shall notify Owner of each such staff member's identity and his or her hourly rate. Owner reserves the right to decline Consultant's use of such additional staff members.</u>
Admin. Assistant Hourly: \$71.31			
<u>Additional Staff Members*</u>			
Base Services Summary	Monthly Hours	26	\$3614
	Annual Hours (x12)	312	\$43,368 + \$2430 (Mileage) = \$45,798

Estimated Mileage (Monthly) $\$65 \times 3 = \$195 \times 12 = \$2,430$ (Note: Savings can be recognized by consolidating meetings or utilizing phone/video conferencing for shorter meetings.)

Additional Services	As-Requested	108	Additional services will be established during the annual work plan development after the first of the year. This budget worksheet anticipates 1/2 of the Contractual Services line item (\$15,000) would be available, leaving an additional \$15,000 for other necessary services. The estimated available hours are based on Planner's rate and could increase with allocation of some services to other team members.
TOTAL ANNUAL HOURS		420	(Estimated)

Monthly contract updates will be provided to the Windsor DDA Board regarding the balance of the contract. Contract shall not exceed **\$54,912.00** ~~\$45,798.00~~ without direction and prior approval by the Owner.



DDA EVENT SPONSORSHIP

INFORMATION AND APPLICATION



Sponsorship Application Requirements

Please read the requirements carefully to ensure that your application is in compliance and complete. Be specific and concise in your answers.

PURPOSE

The DDA supports the hosting of events within the DDA District that further the DDA's mission of fostering economic, cultural, and social growth within the DDA District. The DDA will consider financial sponsorship of these types of events.

GUIDELINES

1. In order to be eligible for event sponsorship funding, a substantial portion of the event must take place within the boundaries of the DDA District. Additionally, the event must further the DDA's mission of fostering economic, cultural, and social growth within the DDA District. This would include, for example, events such as festivals, music and artistic performances and exhibitions, farmers' markets, sporting events, and other events which are likely to draw a large number of potential customers into the DDA District.
2. Applicants should be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code. Other nonprofit entities will be considered on a case-by-case basis.
3. Events must be nondiscriminatory and open to the general public. The DDA will not sponsor events that are, in whole or part, political or religious in nature.
4. Operational funding requests will not be considered, nor will the DDA provide sustaining funds (multiple year commitments) to organizations. DDA funding is limited to sponsorship of events meeting the eligibility requires described above.
5. Organizations that have received event funding in the past must submit a final report to the DDA describing the outcome of the event and estimated attendance figures for the event in order to be eligible for event funding in a subsequent year. Organizations must attach receipts to the final report which identify how all the funds distributed by the DDA were spent.
6. If an organization receives duplicate funding for an event, the DDA funds must be returned. For example, if an event budget is \$5,000 and the DDA and another organization both award \$5,000 to the same event, the DDA funds must be returned.
7. Applicants may be required to make a presentation regarding event sponsorship at a meeting of the DDA Board of Directors.
8. Submission of a completed application does not guarantee funding by the DDA.

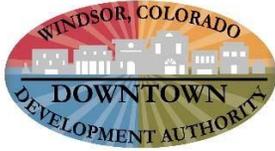


Please read the guidelines carefully to ensure you are complying with the submission requirements. Along with the Sponsorship Application Form, submit a cover letter that includes the following:

- I. Organizational Summary - 2 pages maximum
 - a. Describe the mission of the organization and briefly outline the organization's goals.
 - b. Briefly describe the history of the organization. Include the year it was established.
 - c. Describe current programs or activities, accomplishments, financial status, and governance structure.

- II. Event Funding – 2 pages maximum
 - a. Provide a budget for the event.
 - b. Include a list of all entities asked to give financial support to the event, and the amounts that any such entities will be providing.
 - c. Will the event be funded by other sources? If so, what are the sources?

- III. Attachments
 - a. Organizations annual budget for current fiscal year.
 - b. Most recent year-to-date financial statements.
 - c. Current year balance sheet.
 - d. Copy of 501(c)(3) documentation if a non-profit or Articles of Incorporation.
 - e. Organizational chart – including executive director, staff, and volunteers.
 - f. List of board of directors, occupations, and board member donations.



Event Sponsorship Application

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

ORGANIZATION DIRECTOR/PRESIDENT: _____

SPONSORSHIP CONTACT: _____

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

FAX: _____ **EMAIL:** _____

WEBSITE ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER: _____

**IS THE ORGANIZATION TAX EXEMPT UNDER THE PROVISIONS OF SECTION 501(c)(3)
OF THE INTERNAL REVENUE CODE?** _____

Amount requested for event sponsorship: _____

Provide a description of the event, including where and when it will be held (attach additional sheet if necessary):

Explain how the event furthers the DDA's mission of fostering economic, cultural, and/or social growth within the DDA District (see guidelines for examples), including estimated attendance figures for the Event (attach additional sheet if necessary):

Explain why DDA sponsorship is needed and how sponsorship funds will be used on the event (attached additional sheet if necessary):

Signature, Director/President

Date



DDA [EVENT](#) SPONSORSHIP

INFORMATION AND APPLICATION



Sponsorship Application Requirements

Please read the requirements carefully to ensure that your application is in compliance and complete. Be specific and concise in [your answers](#).

PURPOSE

The DDA supports the hosting of events within the DDA District that further the DDA's mission of fostering economic, cultural, and social growth within the DDA District. The DDA will consider financial sponsorship of these types of events.

~~The purpose of the DDA Sponsorship is to fiscally support projects, services, and activities through the funding of non-profit organizations and charitable causes in order to enhance the DDA's mission and Strategic Plan and contribute to the DDA mission and Strategic Plan.~~

GUIDELINES

1. In order to be eligible for sponsorship funding, a substantial portion of the event must take place within the boundaries of the DDA District. Additionally, the event must further the DDA's mission of fostering economic, cultural, and social growth within the DDA District. This would include, for example, events such as festivals, music and artistic performances and exhibitions, farmers' markets, sporting events, and other events which are likely to draw a large number of potential customers into the DDA District. The DDA supports organizations that enhance the DDA mission and Strategic Plan. This includes groups that provide programs or services in areas such as arts and culture, health and human services, education, and amateur sports.
2. Applicants should be tax exempt under the provisions of section 501(c)(3) of the Internal Revenue Code. Other nonprofit entities ~~demonstrating a need~~ will be considered on a case-by-case basis.
- ~~3. The DDA will only fund projects and programs that have measurable results (evidence of productivity, change in numbers, etc.).~~
- ~~4.3. The services and programs are need-based. Events must be nondiscriminatory and open to the general public, and provided to the citizens of Windsor. The DDA will not sponsor events that are, in whole or part, political or religious in nature.~~
- ~~5. The services and programs are provided through a means that are more cost effective than the DDA could provide.~~
- ~~6.4. Operational funding requests will not be considered, nor and will not the DDA provide sustaining funds (multiple year commitments) to organizations. DDA funding is limited to sponsorship of events meeting the eligibility requires described above.~~
- ~~7.5. Organizations that have received ing-event funding in the past must have current submit a progress and/or final reports to the on file with the DDA describing the~~

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outcome of the event and estimated attendance figures for the event in order to be eligible for the event funding in the following year. ~~and must have shown some tangible impact on the DDA mission.~~ Organizations must attach receipts to the Final Report which identify how all the funds distributed by the DDA were spent.

~~8.6.~~ If an organization receives duplicate funding for an event request, the DDA funds must be returned. For example, if an event project/program budget is \$5,000 and the DDA and another organization both award \$5,000 to the same event project/program, the DDA funds must be returned.

~~9.~~ The use of funds must support the DDA mission and Strategic Plan.

7. Applicants may be required to make a presentation regarding the event sponsorship at a meeting of the DDA Board of Directors.

~~10.8.~~ Submission of a completed application does not guarantee any funding by the DDA.

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Please read the guidelines carefully to ensure you are complying with the submission requirements.



~~I. — Along with the Sponsorship Application Form, submit a cover letter that includes the following: and provides a brief overview of your organization which outlines your request and clearly states your goals and objectives and how this sponsorship contributes to the DDA mission and Strategic Plan. This information should also include a justification of the request explaining the financial need.~~

~~H. — Organizational Summary~~

~~III.I. Organizational Information – 2 pages maximum~~

- ~~a. Describe the mission of the organization and briefly outline the organization's goals.~~
- ~~b. Briefly describe the history of the organization. Include the year it was established.~~
- ~~c. Describe current programs or activities, accomplishments, financial status, and governance structure.~~
- ~~d. Describe the steps your organization has made to becoming self-supporting.~~
- ~~e. Describe how your organization is collaborating with other organizations.~~
- ~~f. Include an estimate of volunteer hours in the previous year from all volunteers, including board members.~~

~~IV.II. Event Funding Purpose of Grant – 2 pages maximum~~

- ~~a. Describe the project/program to be funded, including a needs statement.~~
- ~~b. Describe the goals and objectives of the sponsorship.~~
- ~~c. Describe the timetable for implementing this project/program.~~
- ~~d. a. How does this project/program benefit the DDA? How many people will be impacted?~~
- ~~b. Provide a budget for the Event.~~
- ~~c. Include a list of all entities asked to give financial support to the proposed event, and the amounts that any such entities will be providing. projectEvent, including the responses to date and dollar amounts committed.~~

~~e.~~

- ~~f. What are the long-term sources/strategies for funding beyond the grant funds received?~~
- ~~g. Why should the DDA provide funding to your organization? How does the requested funding support the DDA mission and Strategic Plan?~~
- ~~h. d. Are you Will the Event be funded by other sources? If so, what are the sources?~~

~~V. — Evaluation – 1 page maximum~~

- ~~a. What are the expected results during your funding period?~~
- ~~b. How will you define and measure results?~~
- ~~c. How will the project's results be used and/or disseminated?~~
- ~~d. List dates that the DDA can expect to receive a preliminary or final report.~~

~~VI.III. Attachments~~

- ~~a. Organizations annual budget for current fiscal year.~~
- ~~b. Most recent year-to-date financial statements.~~
- ~~c. Current year balance sheet.~~
- ~~d. Copy of 501(c)(3) documentation if a non-profit or Articles of Incorporation.~~
- ~~e. Organizational chart – including executive director, staff, and volunteers.~~

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f. List of board of directors, occupations, and board member donations.



Event Sponsorship Application

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

ORGANIZATION DIRECTOR/PRESIDENT: _____

SPONSORSHIP CONTACT: _____

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

FAX: _____ **EMAIL:** _____

WEBSITE ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER: _____

**IS THE ORGANIZATION TAX EXEMPT UNDER THE PROVISIONS OF SECTION 501(c)(3)
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Explain why DDA sponsorship is needed and how sponsorship funds will be used on the event

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www.windsordda.com

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(attached additional sheet if necessary):

PURPOSE OF GRANT:

- Agency Support as a whole
- Marketing Support
- Special Program or Projects
- Capital Expenditure
- Seed, start-up or development costs
- Technical assistance

TYPE OF AGENCY:

- Arts & Culture
- Health & Human Services
- Education
- Environment
- Sports/Recreation
- Other: _____

AMOUNT OF REQUEST: \$ _____ **FISCAL YEAR END:** _____

BRIEF DESCRIPTION OF REQUEST:

2015 Actual Revenues: \$ _____ 2015 Actual Expenses: \$ _____
2016 Budgeted Revenues: \$ _____ 2016 Budgeted Expenses: \$ _____

Signature, Director/President

Date

Premier

THE BEST OF WINDSOR MAGAZINE

Reaching the Windsor community has never been easier with the new Premier magazine. Premier will provide Windsor residents with a different feel and look than their weekly Windsor Now. The full glossy monthly magazine will feature the special people, amenities and lifestyle that make Windsor the most desirable place to live in northern Colorado. Finally there is an upscale magazine for an upscale community.

All Windsor residents will receive this relevant and timely magazine every month, delivered right to their doorsteps. You can be assured that readers will not only pick up and read Premier, but keep it and reference it all month long.

Start today and place your advertisement in Premier today and be printed in 9,000+ magazines that will reach everyone in Windsor. You will also be placed in 18,000 emails targeted to Windsor residents, with a direct link to your website.



**SPACE RESERVATION AUGUST 4TH.
WILL PUBLISH ON AUGUST 19TH.**

**Contact Cristin Peratt to reserve your spot
(970) 214-5682**

Cperatt@mywindsornow.com

Rates & Ad Sizes

	Size	One Time	3 Months	6 Months	12 Months
Back Page *	8.125" x 10.625" (.25 bleed)	\$1,414	\$1,344	\$1,284	\$1,244
Inside Back Page *	8.125" x 10.625" (.25 bleed)	\$1,374	\$1,314	\$1,244	\$1,214
Inside Front Page *	8.125" x 10.625" (.25 bleed)	\$1,344	\$1,274	\$1,214	\$1,184
Full Page *	8.125" x 10.625" (.25 bleed)	\$1,214	\$1,144	\$1,084	\$1,054
1/2 Page H *	8.125" x 5.25"	\$784	\$754	\$724	\$704
1/2 Page V *	3.98" x 10.625"	\$784	\$754	\$724	\$704
1/4 Page **	3.98" x 5.25"	\$424	\$414	\$404	\$384
1/8 Page **	3.98" x 2.5"	\$284	\$274	\$264	\$254

* Half, Full and Premium ads includes 20K retargeted impressions and logo in 18,000 emails

** Quarter and Eighth page ads comes with logo and weblink in 18,000 emails

Product	Price	Description
Targeted Email	\$895	One email targeted to Windsor inboxes (18,000)
Newsletter Display Ad	\$100	One month of display advertising on Premier newsletter (18,000)
Email Retargeting	\$200	One month of retargeting from Premier newsletter (20,000 impressions)
Newsletter Logo & Link	\$75	Logo and website link on Premier newsletter to Windsor email addresses (18,000)

**SPACE RESERVATION AUGUST 4TH.
WILL PUBLISH ON AUGUST 19TH.**

Windsor ready to silence train horns

[Alicia Stice](mailto:astice@coloradoan.com), astice@coloradoan.com 10:01 p.m. MDT August 13, 2016

Come October, Windsor residents will likely hear the familiar — and often unwelcome — blare of train horns a lot less.



(Photo: Chelsae Ketchum/The Coloradoan)

The town is on track to complete its \$3.3 million Railroad Quiet Zone Project this fall, which means train engineers will no longer be required to sound their trains' horns when passing through Windsor's 14 railroad crossings. The project has been in the works since the town secured federal funding in 2013. Construction began last fall.

"We'd had complaints from citizens over the years about not only the noise, but I think just the level of train traffic that was coming through Windsor," Mayor Kristie Melendez said. "I think this project takes care of that concern about noise, although I do want to caution folks because having a quiet zone doesn't mean it's 100 percent quiet."

The train noises have raised concerns for developers considering adding residential or mixed-use properties to the downtown area, Windsor Downtown Development Authority Executive Director Matt Ashby said. The Downtown Development Authority views mixed-use and residential properties downtown as important to the district's vitality.

TRAIN NOISE: [Complaints pour in on train noise \(/story/news/politics/2016/08/11/public-heavily-favors-reducing-fort-collins-train-noise/88515242/\)](/story/news/politics/2016/08/11/public-heavily-favors-reducing-fort-collins-train-noise/88515242/)

"We always get questions of how many trains (come through) per day, and then we quickly follow that up with the completion of the quiet zone being a way for us to address and mitigate any negative impacts of the trains," he said. "They're definitely happy to hear the quiet zone project is progressing and nearing completion. It certainly does address one of the primary concerns about downtown residential development."

The Federal Railroad Administration requires a train engineer to sound the train's horn for 20 seconds before reaching public railroad crossings. The requirement stands 24 hours a day.



(Photo: Chelsae Ketchum/The Coloradoan)

Historically, that has meant multiple horn blows associated with each of the three to six crossing blockages the town experiences daily. The opening of the OmniTRAX/Great Western Railway project in early February — the same project that reduced blockages at Fort Collins' busy Riverside and Lemay avenue crossing — has also reduced blockages in Windsor.

But with tracks bisecting Windsor's downtown area from popular Boardwalk Park, and running through areas of residential growth, each passing train is noticed.

POLIS AND BENNET: [Time to fix train horn noise \(/story/opinion/2016/06/17/polis-and-bennet-time-fix-train-horn-noise/86033214/\)](/story/opinion/2016/06/17/polis-and-bennet-time-fix-train-horn-noise/86033214/)

The FRA does have exceptions to its horn rule for so-called quiet zones that it has approved. These quiet zones require extra safety features designed to keep pedestrians and cars off railroad crossings when trains are approaching, eliminating or reducing the need for train horns at those crossings. Train engineers can still use their horns in these quiet zones if there is an emergency.



(Photo: Chelsae Ketchum/The Coloradoan)

Of the town's 14 railroad crossings, 13 needed modifications to meet FRA quiet zone standards. Three of those crossings — on Main Street, Angle Crossing on Colorado Highway 257 and the Spur Crossing on Highway 257 — have been completed.

FORT COLLINS: [FRA boss missed Fort Collins train noise experience \(/story/news/2016/06/23/fra-boss-missed-fort-collins-train-noise-experience/86294154/\)](#)

The town has finished installing the majority of medians, along with warning lights at the remaining crossings, but it still has to install the crossing gates, said Kelly Unger, assistant to Windsor's town manager.

The city of Fort Collins has tried to get a quiet zone along Mason Street with a proposal to use traffic lights to control traffic along the BNSF Railway line, but the FRA denied the request because it did not meet its safety standards.

You may also like: [FRA leader visits Fort Collins \(/videos/news/2016/06/17/86064890/\)](#)

Allison Dyer Bluemel
abluemel@mywindsornow.com

August 6, 2016

Good For You: Windsor joins ranks of 18 Colorado Main Street Communities



Allison Dyer Bluemel/abluemel@mywindsornow.com |

Main Street in Windsor. The Colorado Department of Local Affairs announced Windsor would join the ranks of 18 Colorado Main Street Communities Thursday.

Hide
Caption



Earlier this year, Windsor began exploring the Main Street program through the Colorado Department of Local Affairs.

The fruits of Windsor's labor and exploration paid off when DOLA announced that Windsor and the town of Meeker in northwest Colorado were the two newest Main Street Communities.

"Acceptance into the Main Street program signifies the communities' commitment to downtown revitalization and historic preservation," according to a news release from DOLA. "The program advocates community self-reliance, local empowerment and the rebuilding of central business districts based on their traditional assets of unique architecture, personal service and local ownerships."

Meeker and Windsor will join the ranks of 18 Colorado Main Street Communities.

"The program provides a comprehensive approach to downtown revitalization that includes economic development to attract new businesses, expand existing ones and create jobs," said Irv Halter, executive director of DOLA, in the release.

The program, which receives funding in part by a grant from the State Historical Fund, provides a network of resources for the communities in its network, including training, networking and capacity building opportunities, Windsor Downtown Development Authority Executive Director Matt Ashby said.

"The Main Street Approach is, at its core, a management philosophy for tackling revitalization," Ashby said. "The DDA is the organizational structure that will implement the Main Street implements."

DOLA and the Main Street program also provides the communities with technical assistance and grants for projects such as feasibility studies, plans or designs.