



TOWN BOARD REGULAR MEETING

January 14, 2013 - 7:00 P.M.

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
4. Board Liaison Reports
 - Town Board Member Baker – Parks, Recreation, and Culture Advisory Board; Cache La Poudre Trail Board Alternate
 - Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority
 - Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
 - Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
 - Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
 - Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
 - Mayor Vazquez – North Front Range/MPO
5. Public Invited to be Heard

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided in the foyer of the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the Town Board.

*Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three **(3) minutes**. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting.*

B. CONSENT CALENDAR

1. Minutes of the December 10, 2012 Regular Town Board Meeting – P. Garcia
2. Advisory Board Appointments – P. Garcia
3. Liquor License Renewal – AKS LLC dba Cinder & Cruise Liquor, Retail Liquor License – P. Garcia
4. Liquor License Renewal – Austin's Concepts of Windsor Inc. dba Austin's Homestead Bar & Grill at Pelican Lakes, Optional Premises – P. Garcia
5. Liquor License Renewal – Highland Meadows Golf Course, Hotel & Restaurant/Optional Premises – P. Garcia
6. List of Bills for December, 2012 – D. Moyer

7. Resolution No. 2013-01 – A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings – P. Garcia
8. Resolution No. 2013-02 – A Resolution Setting Forth the Windsor Town Board’s Policies, Procedures and Preferences in Respect to Providing Financial Support to Non-Profit Organizations and Other Charitable Causes – P. Garcia
9. Resolution No. 2013-03 – A Resolution Approving an Intergovernmental Agreement Between the Town of Windsor, Colorado and the County of Weld with Respect to Construction of Intersection Improvements for Weld County Road 23 and State Highway 392 – D. Wagner
10. Resolution No. 2013-04 – A Resolution Approving an Intergovernmental Agreement between the Town of Windsor and the County of Weld with Respect to the Sharing of Costs for the County’s Efforts at Increasing Distributions from the Department of Local Affairs – D. Moyer

C. BOARD ACTION

1. Ordinance No. 2012-1443 – An Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Sections 13-10-107 and 13-10-108, C.R.S., and Section 2-4-90 of the Windsor Municipal Code
 - Second Reading
 - Legislative action
 - Staff presentation: Ian McCargar, Town Attorney
2. Ordinance No. 2013-1444 – An Emergency Ordinance Amending the Town of Windsor Ordinance No. 2012-1441 Concerning the Establishment of a Special Fee for the Corridor Activity Center (“CAC”) in the Town of Windsor, Colorado
 - Legislative action
 - Staff presentation: Ian McCargar, Town Attorney
3. Consideration of whether to entertain a request for a Conditional Use Grant (CUG) for continued use of improvements that were required to be removed in accordance with conditions of a previous CUG approval at 675 Southwood Drive – Gary Young, applicant
 - Staff presentation: Scott Ballstadt, Chief Planner

D. COMMUNICATIONS

1. Communications from the Town Attorney
2. Communications from Town Staff
3. Communications from the Town Manager
4. Communications from Town Board Members

E. ADJOURN



TOWN BOARD REGULAR MEETING

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MINUTES

A. CALL TO ORDER

Roll Call Mayor Vazquez called the regular meeting to order at 7:03 p.m.

1. Roll Call

Mayor John Vazquez
Mayor Pro-Tem Kristie Melendez
Myles Baker
Don Thompson
Jeremy Rose
Robert Bishop-Cotner
Ivan Adams

Also present:

Town Manager
Town Attorney
Town Attorney
Town Clerk
Director of Planning
Chief Planner
Associate Planner
Director of Parks & Recreation
Director of Human Resources
Director of Public Works
Director of Engineering
Kelly Arnold Town
Ian McCargar
John Frey
Patti Garcia
Joe Plummer
Scott Ballstadt
Josh Olhava
Melissa Chew
Mary Robins
Terry Walker
Dennis Wagner

2. Pledge of Allegiance

Mayor Pro-Tem Melendez led the Pledge of Allegiance.

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Town Board Member Thompson motioned to approve the Agenda as presented; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Vazquez, Melendez, Bishop-Cotner, Adams
Nayes – None. Motion carried.

4. Board Liaison Reports

- Town Board Member Baker – Parks, Recreation and Culture Advisory Board; Cache La Poudre Trail Board Alternate
Town Board Member Baker stated the Parks, Recreation and Culture Advisory Board had met last week and discussed the deaccessioning of large farm equipment from the Town’s collections.
Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority
Town Board Member Thompson reported on the Tree Board meeting and noted that plans are underway for the 2013 Arbor Day tree sale and celebration. He was not able to attend the last Planning Commission meeting and the Great Western Trail Authority did not meet.

- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
Mayor Pro-Tem Melendez reported that the Chamber of Commerce has elected a new Board of Directors with Ty Chadwick being the new President. Their annual membership directory should be finalized by the end of December. Ms. Melendez also reported that the Windsor Wonderland was a great success with the event being sponsored by the Chamber, Downtown Development Authority (DDA) and the Town of Windsor. Ms. Melendez thanked the sponsors for their support of a successful event. A new program “Windsor Dash for Cash” is taking place in the DDA from December 1-24 which encourages people to shop downtown with cards available from the downtown businesses. It was also noted that the DDA would not be meeting in December.

Ms. Melendez also reported on events from the MPO. A new director has been presented a contract; Terry Blackmore of Ann Arbor Michigan will be joining the MPO. Several areas were discussed at the MPO meeting including concerns regarding the CDOT region boundaries, resource allocation, Transportation Commission representation, the VanGo program, an air quality proposal for new emissions control testing, and discussed a gas tax that is proposed to be used for roads.

- Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
Town Board Member Rose stated the Water & Sewer Board would be meeting the next week and he no report on the Housing Authority. Mr. Rose attended the Planning Commission meeting in Mr. Thompson’s absence and reported the Highland Meadows Subdivision, Eleventh Filing preliminary site plan was brought forward along with a site plan presentation for Great Western Industrial Park Subdivision which is on the current agenda.
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
Town Board Member Bishop-Cotner reported the Historic Preservation Commission would be meeting on Wednesday. The Clearview Library will be offering adult programs in 2013 which involve local businesses, such as High Hops Brewery. Mr. Bishop-Cotner also noted that interviews would be held shortly to fill a vacancy on the Library Board.
- Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
Mr. Adams reported that the Cache La Poudre Trail Board had held a retreat on December 6 at which they discussed their 2013 goals. There was no report from SALT.
- Mayor Vazquez – North Front Range/MPO
Mayor Pro-Tem Melendez provided the MPO report.

5. Public Invited to be Heard

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*Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three **(3) minutes**.*

Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting.

Mayor Vazquez opened the meeting for public comment to which there was none.

B. CONSENT CALENDAR

1. Minutes of the November 26, 2012 Regular Town Board Meeting – P. Garcia
2. Special Event Liquor License Permit – Clearview Library District – P. Garcia
3. Liquor License Renewal – Perfect Pizza Experience dba Pelican Jo’s Pizzeria, Hotel & Restaurant – P. Garcia
4. Liquor License Renewal – 7-Eleven dba 7-Eleven Store #39519A, 3.2% Beer Retail (off premises) – P. Garcia
5. List of Bills for November, 2012 – D. Moyer
6. Resolution No. 2012-84 – A Resolution Vacating a Portion of a Utility Easement Located along the Eastern Boundary of Lot 40 of the Bison Ridge Subdivision in the Town of Windsor, CO – B. Walker
7. Resolution No. 2012-85 – A Resolution Appointing the Presiding Judge and Associate Judge for the Town of Windsor Municipal Court, and Confirming the Term of Office for Each – I. McCargar
8. Resolution No. 2012-86 – A Resolution Authorizing the Mayor of the Town to Execute Agreements with Property Owners in the I-25/SH 392 Corridor Activity Center (“CAC”) Pursuant to the Provisions of Ordinance No. 2012-1440 – I. McCargar

Town Board Member Thompson motioned to approve the Consent Calendar as presented; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Vazquez, Melendez, Bishop-Cotner, Adams

Nays – None. Motion carried.

C. BOARD ACTION

1. Ordinance No. 2012-1442 – An Ordinance Amending the Windsor Municipal Code with Respect to the Date Upon Which Liquor Occupation Tax Renewal Fees must be Paid
 - Second Reading
 - Legislative action
 - Staff presentation: Patti Garcia, Town Clerk

Town Board Member Bishop-Cotner motioned to adopt Ordinance No. 2012-1442, An Ordinance Amending the Windsor Municipal Code with Respect to the Date Upon Which Liquor Occupation Tax Renewal Fees must be Paid, on second reading; Town Board Member Adams seconded the motion.

Town Clerk Garcia reported on the Ordinance noting its adoption would allow for liquor licensees to submit their occupation tax fees and renewal application and fees concurrently. The Town Board approved the ordinance on first reading on November 26, 2012 and staff recommended approval.

Mayor Vazquez opened the meeting for public comment to which there was none.

Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Vazquez, Melendez, Bishop-Cotner, Adams

Nays – None. Motion carried.

2. Ordinance No. 2012-1443 – An Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Sections 13-10-107 and 13-10-108, C.R.S., and Section 2-4-90 of the Windsor Municipal Code
 - First Reading
 - Legislative action
 - Staff presentation: Ian McCargar, Town Attorney

Town Board Member Bishop-Cotner motioned to approve Ordinance No. 2012-1443, An Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Sections 13-10-107 and 13-10-108, C.R.S., and Section 2-4-90 of the Windsor Municipal Code, Town Board Member Baker seconded the motion.

Town Attorney McCargar reported on the Ordinance stating the statutes and the Code requires that the compensation for the municipal judge and municipal clerk be set by ordinance. Staff recommends approval on first reading.

Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Vazquez, Melendez, Bishop-Cotner, Adams

Nays – None. Motion carried.

3. Site Plan Presentation – Great Western Industrial Park, Fourth Filing, Lots 1 & 2, Block 3 – 31750 and 31840 Great Western Drive (Blue Water Resources Water Transfer Facility) Site Plan - Alex Yeros, Broe Land Acquisitions 10, LLC, applicant/Jennifer Stanford, Blue Water Resources, LLC, applicant's representative/Clay Drake, The Great Western Development Company

- Staff presentation: Josh Olhava, Associate Planner

Associate Planner Olhava reviewed the agenda item and noted it is a water transfer facility; the presentation is an informative review as the site plan is approved administratively by staff. Mayor Vazquez stated that this would be the only time for the Town Board to provide comments or concerns regarding the proposed site plan.

Mr. Olhava noted the location of the subject property as 38140 and 31750 Great Western Drive, south of Eastman Park Drive on the east side of Windsor. Broe Land Resources and Blue Water Resources are proposing a water transfer facility in the Heavy Industrial zoning district which will serve the construction and oil and gas industries. The water that is being hauled off-site will come from three existing wells located north of the facility. The facility will be open 24 hours per day and includes six self-service water loading bays along with restrooms for the use of the drivers. Loading of trucks will normally take place during normal business hours of 7 am to 7 pm, seven days per week. It was noted that the facility is capable of loading approximately 200 water trucks over a 24 hour period at full capacity. There will not be any employees on site. Mr. Olhava requested that all application materials and the staff memorandum be entered into the record.

Town Board Member Thompson brought forward concerns regarding the amount of truck traffic that is being created between the current sand loading facility at the location along with the addition of the water loading facility. Clay Drake, representing the applicant, stated that it was very unlikely that the trucks would be coming through downtown Windsor. Town Attorney McCargar stated this was related to individual haul routes which are difficult to estimate as we have no knowledge of where the trucks are coming from or going to. Thompson stated his concern was regarding the impact on the roads and the current traffic and inquired if there was a way to mitigate it.

Town Manager Arnold stated that there isn't anything in the road impact fee program that addresses this type of use or natural resource use. From a road impact perspective, Mr. Arnold stated there is a deficiency in the road impact fee program and believes it to be worthy of further discussion. It was noted that the Town Board could attribute some of the severance tax funds received from the State of Colorado as there is a formula that is derived from the State to that industry to Windsor. From a financial perspective, we don't have a direct way to mitigate the impact.

Town Board Member Adams inquired how long the traffic would be at the location. Mr. Drake stated it was dependent on the price of a barrel of oil; the facility is permanent. He also stated that the maximum number of trucks in a 24 hour period would be 200.

Scott Ballstadt, Chief Planner, reported that when the Planning Commission reviewed the Musket proposal on the Kodak site, a recommendation was made that they keep the truck traffic from downtown and ensure that the trucks use state highways.

Town Board Member Thompson reported that part of the Town's strategic plan is managed growth; he is unsure how growth can be managed with operations such as this coming into Windsor.

Mayor Vazquez stated that although recommendations can be made to direct truck traffic, we can't mandate that the trucks not use a state highway (such as SH257).

Mayor Vazquez voiced concern with the water that comes in on the trucks - that the source of the water is unknown and if it has had any testing done on it. Mr. Drake stated that there is no off-load area; it is all loading of trucks. He also stated that the trucks are dedicated to the fresh water aspect of the process as it cannot be contaminated in the same tanker truck and does not have any fear of hydrocarbons in a spill. Security cameras are in place and codes are required to access water which will help monitor and track any issues. Mayor Vazquez requested there not be any discharging or draining of any trucks into the detention ponds and requested staff to continue to work with the applicant to assure there is language in the site plan that provides recourse for any illegal dumping.

4. Resolution No. 2012-87 – A Resolution Ratifying, Approving, and Confirming the Terms and Conditions of the Employment Agreement, as Amended, Between the Town of Windsor and Town Manager Kelly E. Arnold

- Legislative action

Town Board Member Bishop-Cotner motioned to approve Resolution No. 2012-87; Town Board Member Adams seconded the motion.

Town Attorney McCargar stated that based on instructions pursuant to the annual review that took place several weeks ago, the employment agreement was amended to reflect a 2% raise in compensation adjustment.

Mayor Vazquez stated working with Mr. Arnold over the last year had been a pleasure and thanked him for his support of Town Board policy making decisions and follow through to fruition was commendable.

Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Vazquez, Melendez, Bishop-Cotner, Adams

Nayes – None. Motion carried.

D. COMMUNICATIONS

1. Communications from the Town Attorney
Town Attorney Frey reported that he has received letters of interest to enter into agreements for the Special Fee for the interchange; the agreements are being circulated for signatures.
2. Communications from Town Staff
Parks, Recreation and Culture Director Chew stated an update on special events was included under Communications in the Town Board packet which also includes a sales tax report.
3. Communications from the Town Manager
Town Manager Arnold noted a request from Gary Young who has requested an extension on his Conditional Use Grant. Mr. Arnold stated the letter of request was included in the Town Board packet

and that if the Town Board was amenable, the item would be placed on the agenda for the first regular meeting in January.

4. Communications from Town Board Members
No communications.

E. ADJOURN

Town Board Member Thompson motioned to adjourn the meeting at 7:55 p.m.; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Vazquez, Melendez, Bishop-Cotner, Adams

Nays – None. Motion carried.

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 14, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Advisory Board Appointments
Item #: B.2.

Background / Discussion:

Pursuant to interviews conducted by members of the Town Board on Tuesday, December 18, 2012, the following appointment is being recommended:

- Historic Preservation Commission – 1 term expiring March, 2015
Rachel D. Kline

Interviews were also conducted by Town Board members for an opening on the Clearview Library District Board. The following appointment is being recommended:

- Clearview Library Board – 1 term expiring December, 2015
Brooke Payne

Financial Impact:

None.

Relationship to Strategic Plan:

Goal 1. Build Community Spirit and Pride

Recommendation:

Approve the recommended appointments

Attachments:

Application – Rachel Kline
Application – Brooke Payne

Town of Windsor, Colorado
Application for Historic Preservation Commission Membership

The Historic Preservation Commission will meet monthly. Commission members will be asked to attend training and educational workshops occasionally throughout the year which may require travel to Denver and nearby communities.

Qualifications:

1. Applicant must be a resident of the Town of Windsor
2. Applicant shall have demonstrated interest, knowledge or training in fields closely related to historic preservation. Preservation related disciplines include, but are not limited to, history, architecture, planning and archaeology.

Name RACHEL D. KLINE

Mailing Address 1420 FAIRFIELD AVE
WINDSOR, CO 80550

Residence Address SAME

Phone Home 970-460-0292 Work 970-218-8162 Cell 970-310-0798

Email Address racheld.kline@gmail.com

How long have you lived in Windsor? 2 YRS 6 MONTHS

Occupation HISTORIAN

Employer USDA FOREST SERVICE

Volunteer, Board, and Committee Affiliations, past and present, including Town of Windsor Boards:

VOLUNTEER WORK WITH WINDSOR-SEVERANCE HISTORICAL SOCIETY: WROTE PHOTOGRAPHIC HISTORY OF WINDSOR ENTITLED "WINDSOR: IMAGES OF AMERICA."

VOLUNTEER WORK WITH TOWN MUSEUM IN PHOTOGRAPH COLLECTION.

Town of Windsor, Colorado
Application for Historic Preservation Commission Membership (2)

Please list any licenses, certificates, education, specialized training, abilities and/or skills that may be applicable to this Commission:

M.A., HISTORY, EMPHASIS IN PUBLIC HISTORY, HISTORIC PRESERVATION, ARCHITECTURAL HISTORY, & ARCHIVES & MUSEUM STUDIES. COLORADO STATE UNIVERSITY, 2009.

JULY 2009 - PRESENT: ARCHITECTURAL HISTORIAN FOR USDA FOREST SERVICE.

EXTENSIVE KNOWLEDGE IN HISTORIC PRESERVATION: SECRETARY OF INTERIOR STANDARDS, SEC 106 & 110, NATIONAL REGISTER OF HISTORIC PLACES NOMINATIONS. HAVE GIVEN LECTURES ON HISTORIC PRESERVATION.

PRESERVATION PLANNING.

Why are you interested in serving on the Historic Preservation Commission?

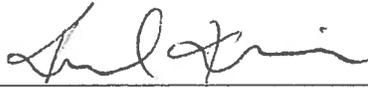
I AM EXTREMELY HAPPY TO LIVE IN THE COMMUNITY AND WOULD LIKE TO OFFER MY SKILLS TO THE TOWN. I BELIEVE IN RESPONSIBLE STEWARDSHIP OF OUR TOWN'S HISTORIC RESOURCES AND WOULD LIKE TO BE PART OF CONTINUING THE TRADITION OF PRESERVING WINDSOR FOR FUTURE GENERATIONS.

Are you available and committed to attending meetings?

YES

Please specify any activities which might create a serious conflict of interest if you are appointed to the Historic Preservation Commission.

NONE

Signature  Date 11/13/2012

Thank you for your interest in the Historic Preservation Commission!

Rachel Kline
970-310-0798
racheld.kline@gmail.com

1426 Fairfield Avenue
Windsor, CO 80550

Skills and Knowledge

- Extensive experience with historical, archival, and archaeological research and communicating this research effectively orally and in written form.
- Knowledge and understanding of the Secretary of the Interior's Standards and Guidelines as well as Forest Service, National Park Service, and various State Historic Preservation Offices' methodology and benchmarks for cultural resources.
- Researched and written National Register of Historic Places nominations and Determinations of Eligibility for both buildings and cultural landscapes with working understanding of preservation principles and criteria including Section 106 and 110 of the National Historic Preservation Act.
- Designed interpretive plans for historic sites and produced interpretive materials for sites such as interpretive panels.
- Self-motivated, creative, excellent interpersonal skills, organized, and detail-oriented; experienced in working with diverse, interdisciplinary groups in office settings and remotely.
- Experience with intensive field work and survey including photographing historic structures and landscapes as well as identifying and evaluating resources on site.
- Ability to supervise and train staff in time-sensitive settings requiring high quality and accuracy of work.
- Proficiency in Microsoft applications and a variety of office communication tools.

Education

- **M.A., History**, emphasis in Public History, Historic Preservation, Architectural History, and Museum Studies, *Colorado State University*. Fort Collins, CO. May, 2009
- **B.A., History and Political Science**, *Colorado State University*. Fort Collins, CO. May, 2007

Work Experience

Heritage Stewardship Group, Bend, OR; Fort Collins, CO July, 2009-Present

USDA Forest Service Enterprise Business Unit, Architectural Historian

- Completed work to help Forests manage heritage programs to standard including writing program plans such as interpretive plans, conducting S106/S110 surveys, producing evaluations and National Register Nominations, providing condition assessments, and restoration plans.
- Provided S106/110 consultation and completed numerous S106/110 projects for Forest Service and Bureau of Land Management involving field work; identifying, researching, and evaluating historic resources and cultural landscapes; intensive research; writing of Determinations of Eligibility, producing Findings/Levels of Effect for historic resources; and making consequential decisions regarding historic resources according to respective State Historic Preservation Offices.
- Produced interpretive materials for historic sites such as interpretive panels.
- Created management plans for artifact and records curation.
- Worked remotely while managing time, project deadlines, and completing projects promptly, efficiently, and accurately.

National Parks Conservation Association, Fort Collins, CO July, 2007 - December, 2007; October, 2008-June, 2009

Center for State of the Parks, Contracted Cultural Resource Researcher

- Researched and wrote three cultural resource assessments for Center for State of the Parks, a NPCA program dedicated to identifying national park issues and threats that challenge the integrity of national park resources.
- Assessed cultural resource conditions including history, historic structures, cultural landscapes, museums and archives, archaeology, and ethnography, for Fort Donelson National Battlefield, Cowpens National Battlefield, and Ninety Six National Historic Site.
- Visited each park to facilitate park assessment workshop with NPCA and NPS staff, reviewed existing park management plans, and interviewed park personnel to assess condition of cultural resources. Maintained relationships with workshop participants through regular updates.

Center for Public History and Archaeology, Colorado State University, Fort Collins, CO September, 2008 – August, 2009
Research Associate- Mission 66 in Rocky Mountain National Park

- Performed inventory of Mission 66 historic structures and sites at Rocky Mountain National Park.
- Produced architectural descriptions and site histories for each Mission 66 structure and site utilizing park library and archives.
- Researched the Mission 66 project at Rocky Mountain in preparation for context report.

Historitecture, LLC, Estes Park, CO
Researcher

June, 2008 – August, 2008

- Produced architectural field surveys of Windsor, Colorado's historic Main Street including photographing buildings and writing architectural descriptions.
- Researched Main Street buildings utilizing primary and secondary sources to write site histories for the survey.

Longmont Museum and Cultural Center, Longmont, CO
Intern Collections and Exhibits

May, 2008 – August, 2008

- Assessed condition of textiles and rehoused textiles according to museum standards to ensure longevity of the objects and cataloged collection in Past Perfect museum software.
- Researched provenance of textiles for accurate identification such as dates, types of fabrics, styles, and uses. Made recommendations for inclusion of artifacts in forthcoming exhibit.
- Deinstalled and installed rotating exhibits including setting up gallery space as well as arranging artifacts, photographs, and wall text.

Colorado State University Archives and Special Collections, Fort Collins, CO
Archives Assistant

November, 2006 – January, 2008

- Assisted the Archivist by organizing and processing approximately 10,000 glass plate negatives, contact cards, contact prints, and nitrate negatives.
- Developed processing plans with the Archivist for the photographic collection and input data into the collection database.
- Researched University primary sources to accurately identify the subjects and people in photographs.
- Rehoused photographs in appropriate archival housing and preserved broken or deteriorated photographs according to archival standards to ensure the longevity of the collection.

Publications and Reports

Publications

Kline, Rachel D. and the Windsor-Severance Historical Society. *Windsor: Images of America*. South Carolina: Arcadia Publishing, 2012.

National Parks Conservation Association. *Cowpens National Battlefield: A Resource Assessment*. Primary researcher and text-copy writer Rachel Kline. National Parks Conservation Association, 2010.

_____. *Ninety Six National Historic Site: A Resource Assessment*. Primary researcher and text-copy writer Rachel Kline. National Parks Conservation Association, 2010.

_____. *Tennessee's Civil War National Parks*. "Fort Donelson National Battlefield: A Resource Assessment." Primary researcher and text-copy writer Rachel Kline. National Parks Conservation Association, 2009.

Reports

Finding of Effect for the Big Summit Compound-Deschutes-Ochoco National Forests, 2009.

Cultural Resources Evaluation of Crescent Ranger Station-Deschutes National Forest, 2011.

Assessment of Westover Air Reserve Base Archival Collection, 2011.

Interpretive Plan for Scull Shoals Historic Area-Chattahoochee-Oconee National Forests, 2012.

Interpretive Panels for the Fuchs Historic Site-Mark Twain National Forest, 2012.

Blood Mountain Trail Shelter NRHP Nomination-Chattahoochee-Oconee National Forests, 2012.

Fish Lake Remount Station Historic District NRHP Nomination- Willamette National Forest, 2012.

Determinations of Eligibility for the National Register of Historic Places:
Chuchupate Ranger Station-Los Padres National Forest, 2009.

King City Ranger Station-Los Padres National Forest, 2009.
 Figueroa Station Residence and Garage-Los Padres National Forest, 2010.
 Clarno Homestead, Oregon Bureau of Land Management, 2010.
 JV Ranch, Oregon Bureau of Land Management, 2010.
 Owen's Place, Oregon Bureau of Land Management, 2010.
 Priest Hole, Oregon Bureau of Land Management, 2010.
 Red Rock Mercury Mine-Inyo National Forest, 2010.
 Rose Valley Helibase-Los Padres National Forest, 2010.
 Wheeler Gorge Garage-Los Padres National Forest, 2010.
 Little Medicine Lake Summer Home Tract-Modoc National Forest, 2011.
 South Shore Summer Home Tract-Wenatchee-Okanagan National Forest, 2011.
 Pope Creek Summer Home Tract-Wenatchee-Okanagan National Forest, 2011.
 Hatchery Creek Summer Home Tract-Wenatchee-Okanagan National Forest, 2011.
 Chiwawa River Summer Home Tract-Wenatchee-Okanagan National Forest, 2011.
 White River Summer Home -Wenatchee-Okanagan National Forest, 2011.
 River Road Summer Home -Wenatchee-Okanagan National Forest, 2011.
 Chiwawa Loop Summer Home -Wenatchee-Okanagan National Forest, 2011.
 Bogard Work Center-Lassen National Forest, 2011.
 Fall River Ranger Station-Lassen National Forest, 2011.
 Almanor Ranger Station-Lassen National Forest, 2011.
 Cut Foot Sioux Inn-Chippewa National Forest, 2012.
 High Banks Resort-Chippewa National Forest, 2012.
 Northland Resort-Chippewa National Forest, 2012.
 Norway Beach Resort-Chippewa National Forest, 2012.
 Papoose Meadows Cow Camp-Lassen National Forest, 2012.
 Polk Springs-Lassen National Forest, 2012.

Conferences and Presentations

| | |
|--|---------------|
| Phi Alpha Theta Regional Conference, Laramie, WY | April, 2009 |
| Presented "The Home Beautiful, The Home Efficient: Progressive Households in Rural Colorado, 1914 through the 1930s" | |
| Colorado State University, Guest Lecturer, Fort Collins, CO | October, 2008 |
| Lecture on "Historic Preservation" to ART496H | |
| Berkshire Conference on Women's History, Minneapolis, MN | June, 2008 |
| Graduate Assistant Coordinator | |
| National Council on Public History, Pensacola, FL | April, 2011 |
| "Integrating History into Landscape Conservation Initiatives" - Session Presenter | |

Professional Memberships

National Council on Public History

Phi Alpha Theta, National Historical Honor Society

- President 2007-2008
- Organized forty-third annual Norman F. Furniss Lecture Series

December 1, 2012

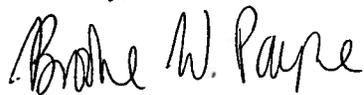
Mr. David Vance
President
Clearview Library District
720 Third Street
Windsor, CO 80550

Dear Mr. Vance,

Please find an application attached for the library board position that is currently available with the Clearview Library District. I am very much interested in this opportunity and would enjoy talking with you and other board members in person. The information attached outlines my background, expertise, and areas of interest.

Thanks you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Brooke W. Payne".

Brooke Payne
223 Cattail Bay
Windsor, CO 80550

APPLICATION FOR LIBRARY TRUSTEE POSITION
(Please type or print)

Name: Brooke Warde Payne

Mailing Address: 223 Cattail Bay Windsor CO 80550

Telephone Number: 970-576-4272

E-mail Address (if applicable): brookewpayne@yahoo.com

Occupational Background:

I currently work for Northern Colorado Paper as a regional sales representative. In this role I work with schools, medical facilities, restaurants and various small businesses to supply janitorial and paper supplies. Prior to working in Sales I was in the non-profit sector where I focused on marketing and fundraising. As a fundraiser, I worked for St. Jude Children's Hospital, The Institute of International Education, Baker University, and the University of Kansas.

Educational History:

I grew up in Greeley CO and attended University Schools (K-12). For my undergraduate degree I attended the University of Kansas where I majored in Communications and Political Science. After working in LA and New York for 4 years, I returned to Kansas where I earned a Masters in Higher Education Administration.

Present Civic Activities:

I am currently involved with several organizations in Northern Colorado. For the Community Foundation serving Greeley & Weld County, I serve on the fundraising and marketing committee. I sit on the Board for Meals on Wheels of Loveland & Berthoud and also serve on the fundraising committee. I am a member for the Tri Delta alumnae chapter of Fort Collins and a member of PEO International in Greeley. For PEO I sit on the educational and scholarship committee.

Past Civic Activities:

In 2011-2012 I was a member of Leadership Weld County. In 2010-2011 I was a co-advisor for the undergraduate chapter of Tri Delta in Fort Collins. Prior to moving to Northern Colorado I worked for the Institute of International Education in Denver and was involved in a number of organizations in Denver related to international affairs.

Are you a customer of the Clearview Library District? Have you used libraries in the past?

Yes, I started using the library upon moving to Windsor as a resource for my young children. It is their favorite place to visit! Since visiting the library for my children I've used its resources for myself as well. Because of our trips to the Library, my three year old has a true love for reading. She loves it when we have new books to read before bed time! It's like a new adventure after every trip to the library. I've also attended a couple of the kids programs on the weekends. My daughter thinks the Book Mobile is very cool!

Why are you interested in serving as a library trustee?

I am interested in serving as a trustee because I believe that reading is an invaluable life skill and that it's the passage-way to learning. I see what reading has done for my children and I believe they are curious about the world because of what they read in books. Additionally, my grandmother was passionate about reading and she was so wise about the world. I want to help the Clearview Library thrive so that children, elders, and everyone in between can use books for their education, for their investigation, and for their escape. I want to show my children that I deeply care about reading and education and by sitting on this Board; I would help send that message. I am also a very community oriented person, however, since moving to Windsor, I haven't yet found the right opportunity. I am passionate about this opportunity because it will help me give back to a part of Windsor that I am directly involved in and care for.

Do you have any ideas or programs you would like to pursue as a board member?

Given that I was initially drawn to the Clearview Library District due to its resources for children, I would like to continue to enhance those resources and assist with additional children's programming. Additionally, because Windsor possesses such a strong entrepreneurial spirit, I suggest exploring a relationship between the Clearview Library District and the Windsor Chamber of Commerce. Such a liaison could help existing and would-be business owners utilize the library's resources to improve or commence operations. Additionally, I would be interested in assisting with out-reach to our community's seniors through the Bookmobile, greater audio book and large-print offerings and targeted speakers.

Other comments:

Thank you for your time and consideration.

Brooke W. Payne

12/1/12

Signature

Date

**[Submit completed form with cover letter at the library or mail to
Board President,
Clearview Library District, 720 Third St, Windsor, CO 80550]**



MEMORANDUM

Date: January 14, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Liquor License Renewal – AKS LLC dba Cinder & Cruise, Retail License
Item #: B.3.

Background / Discussion:

AKS LLC dba Cinder & Cruise has applied to renew their retail liquor license . The current license has an expiration date of January 7, 2013 and the application was received by the Town of Windsor prior to the expiration date. The application has been reviewed by the Town Clerk's office and the respective license fees have been submitted.

The application was turned over to the Windsor Police Department for investigation. The Department's review did not find any issues that would affect the consideration of the renewal.

The application was also provided to the Finance Department. The Department's review did not present any unfavorable information which would affect the status of the license.

Financial Impact:

None

Relationship to Strategic Plan (optional):

Develop, grow, and strengthen the local retail and industrial economy.

Recommendation:

Staff recommends approval of the liquor license renewal.

Attachments:

None.



MEMORANDUM

Date: January 14, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Liquor License Renewal – Austin’s Concepts of Windsor Inc. dba Austin’s Homestead Bar & Grill at Pelican Lakes, Optional Premises License
Item #: B.4.

Background / Discussion:

Austin’s Homestead Bar & Grill has applied to renew their Optional Premises liquor license. The current license has an expiration date of December 21, 2012 and the application was received by the Town of Windsor prior to the expiration date. The application has been reviewed by the Town Clerk’s office and the respective license fees have been submitted.

The application was turned over to the Windsor Police Department for investigation. The Department’s review did not find any issues that would affect the consideration of the renewal.

The application was also provided to the Finance Department. The Department’s review did not present any unfavorable information which would affect the status of the license.

Financial Impact:

None

Relationship to Strategic Plan (optional):

Develop, grow, and strengthen the local retail and industrial economy.

Recommendation:

Staff recommends approval of the liquor license renewal.

Attachments:

None.



MEMORANDUM

Date: January 14, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Liquor License Renewal – Highland Meadows Golf Course, Hotel & Restaurant/Optional Premises License
Item #: B.5.

Background / Discussion:

Highland Meadows Golf Course has applied to renew their Hotel/Restaurant & Optional Premises liquor license. The current license has an expiration date of December 28, 2012 and the application was received by the Town of Windsor prior to the expiration date. The application has been reviewed by the Town Clerk's office and the respective license fees have been submitted.

The application was turned over to the Windsor Police Department for investigation. The Department's review did not find any issues that would affect the consideration of the renewal.

The application was also provided to the Finance Department. The Department's review did not present any unfavorable information which would affect the status of the license.

Financial Impact:

None

Relationship to Strategic Plan (optional):

Develop, grow, and strengthen the local retail and industrial economy.

Recommendation:

Staff recommends approval of the liquor license renewal.

Attachments:

None.

TOWN OF WINDSOR

REPORT OF BILLS

December, 2012

*At the regular meeting of the Town Board of the Town of Windsor,
Colorado, held in the Town Hall Board Room on January 14, 2013
the following claims were presented, examined, and approved by the Windsor Town Board.*

| VENDOR | DESCRIPTION | FUND | AMOUNT |
|--------------------------------------|---|------|-----------|
| 1st Bank of Northern Colorado | employee payroll deduction | GF | 4,599.46 |
| 1st Bank of Northern Colorado | Bi-weekly employee payroll deduction | GF | 4,599.46 |
| ABSO | Nov 2012 background screening | GF | 206.00 |
| ACZ Labs | lab testing | SF | 210.00 |
| Aecom Technical Svcs | 392/I-25 interchange Civil engineer | CIF | 1,354.31 |
| AFLAC | employee payroll deduction | GF | 845.78 |
| Ag Consultants Inc | lab testing | SF | 155.00 |
| Agfinity | fuel | FMF | 17,119.36 |
| Agricultural Consultants, Inc | lab testing | SF | 123.00 |
| American Family Life Assurance AFLAC | employee payroll deduction | GF | 845.78 |
| Anderson Consulting Engineers | Davis Drain rehab/W. Trib Master channel design | SDF | 9,830.40 |
| Anton Collins Mitchell | Audit Svcs | GF | 5,625.00 |
| Aqua Engineering, Inc | Bison Ridge Park irrigation | PIF | 299.71 |
| Aqua Sierra, Inc | EP Aeration System Maintenance | GF | 325.00 |
| Arapahoe Rental | equipment rental | GF | 342.60 |
| AT&T | phone service | SF | 36.51 |
| AT&T Mobility | Phone svc Public works | GF | 68.60 |
| AT&T Mobility | telephone svc-PD | GF | 8.35 |
| Baker Enterpr | pool table rebalance | CRCF | 150.00 |
| Ballstadt, Scott | mileage reimbursement | GF | 13.34 |
| BHA Design Inc | 392/I-25 signs-Windsor's share | CIF | 3,166.28 |
| Big R of Greeley | uniform | FMF | 166.95 |
| Big R of Greeley | uniform | FS | 200.00 |
| Blanding Dirt Work | Meter rental deposit refund | WF | 2,100.00 |
| Bobcat of the Rockies | Skid steer loader rental | GF | 406.00 |
| Bobcat of the Rockies | Skid steer loader rental | GF | 219.50 |
| Bomgaars | uniform | GF | 109.95 |
| Bomgaars | gate for Windsor trail | CTF | 132.99 |
| Bonnell Fencing Services Inc | fencing at dog park | CIF | 3,675.30 |
| Canteen Vending svcs | coffee service | GF | 276.54 |
| Carrier Corp | service work CRC | FS | 676.24 |
| Cedar Supply North | Green dowels/rails | GF | 23.00 |
| CEM Sales & Svc | install Co-2 feeder for pool | FS | 815.00 |
| Century Link | Internet svc | GF | 491.50 |
| Century Link | Internet svc | SF | 424.35 |
| Century Link | Utilities | GF | 616.06 |

| VENDOR | DESCRIPTION | FUND | AMOUNT |
|-------------------------------------|---|------|------------|
| Century Link | Utilities | CRCF | 616.06 |
| Century Link | Utilities | GF | 403.28 |
| Century Link | Utilities | CRCF | 474.90 |
| Century Link | Utilities | SF | 103.29 |
| Chematox, Inc | Tests | GF | 35.00 |
| Chematox, Inc | drug screening/collection kits | GF | 282.74 |
| Chematox, Inc | drug screening | GF | 225.00 |
| Chew, Melissa | Conf. expenses reimbursement | GF | 29.95 |
| City of Fort Collins | show stage reservation deposit refund | GF | 250.00 |
| City of Greeley | water purchased | WF | 369.19 |
| City of Greeley | Poudre Trial Manager | PIF | 9,000.00 |
| City of Greeley | Poudre Trial Manager-Windsor's portion | CTF | 9,000.00 |
| City of Greeley | water purchased | WF | 281.08 |
| Clear Water Solutions | Kern/WCSD RE4 Augment plan | KERN | 630.00 |
| Colorado Asphanlt Svcs Inc | bag of asphalt | GF | 895.00 |
| Colorado Assoc. of Chiefs of Police | membership special assign/legislature | GF | 100.00 |
| Colorado Coach Transportation | senior trip transportation | GF | 250.00 |
| Colorado Dept. of Transportation | 392/I-25 interchange reconstruction | CIF | 325,655.02 |
| Colorado Dept. of Transportation | 392/I-25 Reconstruction-Windsor's share | CIF | 166,213.46 |
| Colorado Equipment | cutting edge | FMF | 1,077.30 |
| Colorado Machinery | cutting edge | FMF | 11.87 |
| Colorado Real Estate Journal, Inc | Journal Listing | GF | 100.00 |
| Colorado State Parks | Boat registration | GF | 35.25 |
| Colorado State University | Registration for Ag/Sciences fair | GF | 75.00 |
| Colorado Tree Coalition | trees for Arbor day tree sale | GF | 1,275.00 |
| Coloradoan Media Group | public notices | GF | 16.92 |
| Coloradoan Media Group | public notices | GF | 682.40 |
| Coloradoan Media Group | public notices | SDF | 37.64 |
| Comcast Holdings Corporation | Internet svc | ITF | 6.18 |
| Comcast Holdings Corporation | CR cable wireless interntet | CRCF | 480.76 |
| Comcast Holdings Corporation | Internet svc | ITF | 206.95 |
| Concentra | drug screening | GF | 378.50 |
| Country Johns | portable restroom service | GF | 508.00 |
| Crawford, Matthew | water/sewer refund | WF | 41.96 |
| Crawford, Matthew | water/sewer refund | SF | 20.00 |
| Crawford, Matthew | water/sewer refund | SDF | 4.85 |
| Custom Sound Inc | CRC sound system | CIF | 2,873.00 |
| Data West | billmaster system care | ITF | 1,200.00 |
| Dataprint | water bill fee/e pay transaction | WF | 330.86 |
| Dataprint | Water bill processing | WF | 208.15 |
| Davinci Sign Systems | Balance of Welcome to Windsor signs | CIF | 25,336.00 |
| Day, Genevieve | water/sewer refund | WF | 79.28 |
| Day, Genevieve | water/sewer refund | SF | 20.00 |
| Day, Genevieve | water/sewer refund | SDF | 5.40 |
| D-Lawn Service | Tree removal | GF | 85.00 |
| Domino's pizza | parent's night out supplies | GF | 29.55 |

| VENDOR | DESCRIPTION | FUND | AMOUNT |
|--|--|------|------------|
| Don Kehn Construction | Road base/rock/asphalt | GF | 964.66 |
| Don Kehn Construction | Asphalt | GF | 159.66 |
| Duran Excavating, Inc | Poudre River Trail | CTF | 157,144.99 |
| Earth Engineering Consultants, inc | WWTP headworks/lift station material testing | SF | 1,170.00 |
| Egbert, Stephanie | Senior foot care | GF | 60.00 |
| Elite Awards & Trophies | memorial bench plaque | GF | 8.50 |
| Ennovate Corporation | System monitoring fee | GF | 375.00 |
| Ennovate Corporation | System monitoring fee | GF | 375.00 |
| Enviropest | pest control pump station | WF | 75.00 |
| F & C Door Check & Lock Svc | Replace pump house door, Main Park | GF | 1,649.00 |
| Farnsworth Gorup, Inc | WWTP headworks admin/meter manhole | SF | 20,985.82 |
| Fastenal Co | fasteners Main Pk shelters | GF | 13.95 |
| Fastenal Co | tape/hardware | FS | 49.20 |
| Fastenal Co | bolts for Main park shelters | GF | 11.61 |
| Fedex | Postage to mail grant | GF | 74.04 |
| Fedex | postage for Sports grant application | GF | 35.24 |
| Ferguson Enterprises, Inc | Lighting-spare bulbs | GF | 495.00 |
| Fredricey, Brandy | refund for CRC facility reserv | CRCF | 636.00 |
| Frey, McCargar, Plock & Root | legal services | GF | 24,000.00 |
| Frey, McCargar, Plock & Root | 392/I-25 Project Management | GF | 3,000.00 |
| Ft. Collins Wholesale Nursery | Trees for #2 Ditch trail | CTF | 2,065.50 |
| Galeton | gloves/safety glasses | GF | 436.37 |
| Galls, LLC | rechargeable battery stick | GF | 63.75 |
| Garretson Entp | gym floor tape | GF | 22.79 |
| General Air | CO2 Rental | GF | 133.77 |
| GLBT comm. Center of Colorado | show stage reservation deposit refund | GF | 250.00 |
| Greeley Lock & Key | locks at Eastman Pk restroom | GF | 278.50 |
| Greeley Lock & Key | keys/ring | FS | 31.00 |
| Highland Meadows Golf Course | water assessment | GF | 1,060.84 |
| Highland Park recreation | Oct. adaptive bowling | GF | 207.20 |
| Hill, Michelle | mileage reimbursement | GF | 8.99 |
| Hireright Solutions, Inc | random testing Nov 2012 | GF | 41.15 |
| Hirsch, Rosayln | Senior trip refund | GF | 21.00 |
| Home Depot | supplies/saw blades/lumber | GF | 1,136.04 |
| Home Depot | Windsor trail concrete | CTF | 233.00 |
| Home Depot | Tools/parts/supplies | FS | 762.02 |
| Inellichoice, Inc | Annual License/support fee | GF | 6,038.89 |
| International Society of Arboriculture | ISA Membership dues | GF | 52.00 |
| Ironbrook Partners | Lamp Roack assembly-UV System | SF | 37,490.00 |
| Italian Grill | holiday banquet food/delivery fee | GF | 483.00 |
| J J Keller & Assoc | DOT/Vehicle Maint books/forms | GF | 399.00 |
| J J Keller & Assoc | DOT/Vehicle Maint books/forms | FMF | 413.15 |
| Jax, Inc | uniform | GF | 295.93 |
| Jensen Recreation Corp | materials to winterize boat | GF | 289.95 |
| Jupiter 1 (OfficeScapes) | office furniture for customer svc/HR | FS | 1,386.12 |
| Jupiter 1 (OfficeScapes) | Chair Arms | GF | 282.10 |

| VENDOR | DESCRIPTION | FUND | AMOUNT |
|--------------------------------|---|------|------------|
| K&W Printing | fabricating new development signs | GF | 570.00 |
| Kenz & Leslie Dist. CO, Inc | oil & gass additives | FMF | 967.80 |
| King Soopers | Senior/coffee club supplies | GF | 241.41 |
| Kinsco | Uniform/credit | GF | 522.67 |
| Landrail, LLC | GWRCO lease/irr pipeline to BW | GF | 911.62 |
| Larimer County | show stage reservation deposit refund | GF | 250.00 |
| Larimer Cty Clerk & Recorder | vacation of easement | GF | 31.00 |
| Larimer Cty Sales & Use Tax | Use Tax Collections | GF | 18,792.54 |
| Lawrence Jones Custer Grasmick | legal svcs | GF | 2,427.50 |
| Lawson products, inc | parts | FMF | 172.94 |
| Lewan & Assoc | capital project software/equipment | ITF | 4,372.50 |
| Lightfoot, Patrick | water/sewer refund | WF | 106.08 |
| Lightfoot, Patrick | water/sewer refund | SF | 60.00 |
| Lightfoot, Patrick | water/sewer refund | SDF | 14.70 |
| Li'l Flower shop | sympathy flowers for M. Chew | GF | 71.95 |
| Liley Rogers & Martell | legal services | DDA | 4,036.75 |
| Mac Equipment | Parts/Supplies | GF | 153.57 |
| Mac Equipment | Parts/Supplies | FMF | 92.74 |
| Manicone, Mark | Holiday banquet service/gratuity | GF | 450.00 |
| Mantooth Mktg Co | marketing | FS | 2,028.92 |
| Manweiler's | lights, hardware, supplies | GF | 549.87 |
| Manweiler's | supplies | WF | 114.13 |
| Manweiler's | door pull | FMF | 7.18 |
| Manweiler's | supplies | FS | 145.30 |
| McCauley Constructors | Bison Ridge/PDR heights/Prospect Farm park construction | PIF | 568,482.14 |
| Michael Todd & Co | signs | GF | 198.94 |
| Michelin North America | flat repair | FMF | 38.90 |
| Mines & Associates | Employee Assistance Program | GF | 226.80 |
| Mines & Associates | Employee Assistance Program | CRCF | 12.96 |
| Mines & Associates | Employee Assistance Program | WF | 9.72 |
| Mines & Associates | Employee Assistance Program | SF | 9.72 |
| Mines & Associates | Employee Assistance Program | SDF | 3.24 |
| Mines & Associates | Employee Assistance Program | FMF | 9.72 |
| Mines & Associates | Employee Assistance Program | ITF | 6.48 |
| Mines & Associates | Employee Assistance Program | FS | 22.68 |
| Mines & Associates | Employee Assistance Program | GF | 226.80 |
| Mines & Associates | Employee Assistance Program | CRCF | 12.96 |
| Mines & Associates | Employee Assistance Program | WF | 9.72 |
| Mines & Associates | Employee Assistance Program | SF | 9.72 |
| Mines & Associates | Employee Assistance Program | SDF | 3.24 |
| Mines & Associates | Employee Assistance Program | FMF | 9.72 |
| Mines & Associates | Employee Assistance Program | ITF | 6.48 |
| Mines & Associates | Employee Assistance Program | FS | 22.68 |
| Moore, Kelly | Nov 2012 preschool class | GF | 287.00 |
| Morey's Glass | screen | GF | 18.00 |
| Myer's Tire supply | small equip/credit/tires/supplies | FMF | 40.47 |

| VENDOR | DESCRIPTION | FUND | AMOUNT |
|-----------------------------------|---|------|------------|
| NAPA | die grinder | GF | 46.22 |
| NAPA | part | SF | 25.18 |
| NAPA | parts | FMF | 140.39 |
| National Meter & Automation, inc. | Leak detection svc | WF | 2,600.00 |
| NCCG | Recruitment | GF | 353.35 |
| North Weld Cty Water District | water purchased | WF | 58,097.25 |
| Northern Colorado Economic | DCEDC Annual Meeting fee | GF | 160.00 |
| Occupational Health Centers | Drug Screening | GF | 30.00 |
| Office Depot | Office Supplies | GF | 286.65 |
| Office Depot | Office Supplies | CRCF | 3.31 |
| Office Depot | Office Supplies | ITF | 4.96 |
| Office Depot | Office Supplies | FS | 9.90 |
| Office Depot | Office Supplies | GF | 56.76 |
| Office Depot | Office Supplies | SF | 100.39 |
| Office Depot | Office Supplies | FMF | 528.41 |
| Office Depot | Office Supplies | GF | 103.53 |
| Office Depot | Office Supplies | CRCF | 15.98 |
| Office Depot | Office Supplies | ITF | 6.92 |
| Office Depot | Office Supplies | FS | 13.80 |
| Office Depot | Office Supplies | GF | 354.31 |
| Office Depot | Office Supplies | CRCF | 15.76 |
| Old National Bank | Energy efficiency lease purchase | FS | 3,455.41 |
| O'Reilly Auto parts | auto parts | FMF | 565.13 |
| Pagel Contracting | Refund for Water meter yoke, mischarged | WF | 3,370.00 |
| Parker Ag Svcs | Bio-solids removal | SF | 138,384.92 |
| Pawnee Buttes Seed, Inc | native seed mix | GF | 508.00 |
| Payflex | Nov 2012 FSA | GF | 377.00 |
| Phil Landreth | scan permit files to Laserfisch | ITF | 10,547.60 |
| Pitney Bowes | postage meter rental | GF | 237.60 |
| Pitney Bowes | postage meter rental | CRCF | 14.85 |
| Pitney Bowes | postage meter rental | WF | 29.70 |
| Pitney Bowes | postage meter rental | SF | 14.85 |
| Pitney Bowes | postage meter rental | GF | 663.59 |
| Pitney Bowes | postage meter rental | CRCF | 41.49 |
| Pitney Bowes | postage meter rental | WF | 82.90 |
| Pitney Bowes | postage meter rental | SF | 41.52 |
| Poudre Valley Electric Assoc | Utilities | GF | 1,421.28 |
| Poudre Valley Electric Assoc | Utilities | WF | 1,046.59 |
| Poudre Valley Health Care | blood draws | GF | 472.00 |
| Poudre Valley REA | Utilities | GF | 2,244.69 |
| Poudre Valley REA | Utilities | WF | 30.69 |
| Poudre Valley REA | Utilities | SF | 2,600.32 |
| Poudre Valley REA | Utilities | GF | 5,537.23 |
| Poudre Valley REA | Utilities | WF | 31.93 |
| Poudre Valley REA | Utilities | SF | 16,518.97 |
| Power to Play Sports | Basketball registration-Winter 2012/13 | GF | 17,550.00 |

| VENDOR | DESCRIPTION | FUND | AMOUNT |
|---------------------------------------|--|------|-----------|
| Progreen Expo | Expo registration | GF | 1,180.00 |
| Public Service Employees Credit Union | gift cards for staff banquet/fees | GF | 214.75 |
| Qwest Corp | Telephone service | GF | 139.52 |
| Qwest Corp | Telephone service | CRCF | 5.18 |
| Qwest Corp | Telephone service | WF | 2.80 |
| Red Dogs Signs | recycle site gate sign | FS | 42.00 |
| REH Jr Inc | uniform | FMF | 203.73 |
| Rex Oil Co | oil kits & Drum credit | FMF | 137.40 |
| RN Civil Construction, LLC | WWTP Headworks/pumpstation/interceptor sewer-pay app #12 | SF | 99,282.00 |
| Robert Bates Assoc, Inc | 3-MG Water Tank Design | WF | 4,095.28 |
| Robert Walker | picnic tables | CIF | 8,521.00 |
| Rocky Mountain Fleet Management Assoc | membership renewal | FMF | 310.00 |
| Safebuilt | Safebuilt Permit fees N 2012 | GF | 67,289.06 |
| Safeway | food for staff mtg | GF | 80.22 |
| Sam's Club | holiday banquet/wellness lunch supplies | GF | 364.64 |
| Schindler Elevator Corp | emerg elevator repair CRC | FS | 903.57 |
| Schneider's Paving | Concrete work | GF | 4,000.00 |
| Scholastic Book Fairs, Inc | book fair | GF | 59.87 |
| Schumacher, Ron | Casino games for New Year's Eve | GF | 435.00 |
| Scott's Electric & Bucket | Electric for Welcome to Windsor sings | CIF | 1,223.00 |
| Scott's Electric & Bucket | install soft start/service calls | SF | 247.50 |
| Scott's Electric & Bucket | locates at cemetary | GF | 100.00 |
| Securitas Security Services | rental security | CRCF | 73.40 |
| Sentry Fire & Safety | fire extinguisher inspection | GF | 789.75 |
| Sentry Fire & Safety | fire extinguisher inspection | FS | 598.25 |
| Skyline Publishing Co | fleet mgmt subscription renewal | FMF | 195.00 |
| Soldier Canyon Filter plant | CBT Carryover water for 2013 | WF | 25,382.62 |
| Spradley Barr Ford | coolant leak repair | FMF | 301.39 |
| Standard Insurance Co | Nov 2012 monthly premium | GF | 2,759.74 |
| Standard Insurance Co | monthly premiums Nov 2012 | GF | 2,626.53 |
| Staples | Office Supplies | ITF | 712.76 |
| Staples | Office Supplies | ITF | 854.93 |
| State of Colorado | Wage assignment | GF | 356.11 |
| State of Colorado | Wage assignment | GF | 51.69 |
| State of Colorado | Wage assignment | GF | 356.11 |
| State of Colorado | Wage assignment | GF | 51.69 |
| Suburban Propane | propane | SF | 3,466.01 |
| Suburban Propane | propane | FMF | 355.38 |
| Summit Supply Co | plumbing parts WWTP | FS | 63.97 |
| T&T Tire of Windsor, Inc | Flat repair/alignment | FMF | 94.95 |
| Terracon Consultants, Inc | Bison Ridge/PDR heights gei testubg | PIF | 381.50 |
| The Pawnee Group | car wash tokens | FMF | 109.20 |
| Thomas Eckrich | Plaques for recognition ceremony Dec. 14th | GF | 400.00 |
| Thomas Eckrich | Plaques for recognition ceremony Dec. 14th | FMF | 40.00 |
| Thomas Eckrich | Plaques for recognition ceremony Dec. 14th | GF | 40.00 |
| Tom Ladd Plumbing/Heating | HVAC Svc | GF | 184.50 |

| VENDOR | DESCRIPTION | FUND | AMOUNT |
|----------------------------------|--|------|----------|
| Tool & Anchor Supply | Street sign hardware | GF | 192.59 |
| Town of Platteville | show stage reservation deposit refund | GF | 250.00 |
| Traffic Masters | Sign rental windsor trail/traffic control Windsor trail | CTF | 999.25 |
| Traffic Masters | Flagger Certification | GF | 35.00 |
| Tri-tech Security | monthly fire alarm/security AH | GF | 144.00 |
| Tri-tech Security | monthly monitoring fee | FS | 297.50 |
| Tri-tech Security | alarm service CRC | FS | 40.00 |
| UMB Purchasing Card | ICMA-RC Lunch, meeting foods, Coffee with the Mayor | GF | 261.32 |
| UMB Purchasing Card | CWAM Board Meeting Lunch, AAM Code of Ethics | GF | 160.31 |
| UMB Purchasing Card | I-25/392 Ribbon Cutting Card Keepers w/key chains | GF | 237.75 |
| UMB Purchasing Card | CGFOA Conference Lodging | GF | 616.50 |
| UMB Purchasing Card | Coffee with the Mayor/House of Windsor | GF | 80.00 |
| UMB Purchasing Card | Party Supplies - Senior Party | GF | 94.23 |
| UMB Purchasing Card | Senior Lunches | GF | 17.75 |
| UMB Purchasing Card | CPRA - Nuggets Skills Challenge Registration | GF | 30.00 |
| UMB Purchasing Card | Hockey Tickets, Lifeguard Master, Halloween Equipment | GF | 396.41 |
| UMB Purchasing Card | Aquatic Supplies | GF | 808.41 |
| UMB Purchasing Card | Coloradoan Subscription, Economic Development Mtgs | GF | 113.10 |
| UMB Purchasing Card | RMFTA Conference Registration, Expo Booth, Spreader | GF | 2,032.60 |
| UMB Purchasing Card | Notary Seal & Application | GF | 46.15 |
| UMB Purchasing Card | Membership, Open Gym Toys, Aquatics Equipment | GF | 1,235.20 |
| UMB Purchasing Card | Peopletrak Software, APWA Position Descriptions | GF | 4,017.25 |
| UMB Purchasing Card | Bldg permit fees-Southgate/Eagle | CIF | 287.50 |
| UMB Purchasing Card | Conf. registration/bridal fest/aquatic/gym/lake supplies | CRCF | 1,454.85 |
| United Way | Employee monthly donation | GF | 15.00 |
| United Way | Employee donation | GF | 15.00 |
| USA Mobility Wireless | on-call pager svc | GF | 13.33 |
| Utility Notification Center | Location of transmissions | WF | 322.00 |
| Vartec | Telephone service | GF | 8.85 |
| Vartec | Telephone service | SF | 1.27 |
| Verizon Wireless | Cellular Telephone svc | GF | 1,259.96 |
| Verizon Wireless | Cellular Telephone svc | CRCF | 30.69 |
| Verizon Wireless | Cellular Telephone svc | SF | 40.01 |
| Verizon Wireless | Cellular Telephone svc | ITF | 40.01 |
| Victory Sales | Facilities shirts | FS | 643.50 |
| Vision Service Plan Insurance Co | Employer's share of vision insurance | GF | 1,764.48 |
| W. W. Grainger | plastic storage bins | GF | 799.75 |
| W. W. Grainger | Hvac filters/cords/lamps | FS | 512.46 |
| Walker, Jerome (Brett) | mileage reimbursement | GF | 21.94 |
| Waste Mangement of Colo | Recycle site svc | GF | 1,238.30 |
| Waste Mangement of Colo | recycle TH | FS | 43.17 |
| Weld County Clerk & Recorder | windshire pk sub third filing | GF | 101.00 |
| Weld County Drug task force | Municipal Court collections | GF | 1,288.00 |
| Well Being LLC | baking class | GF | 32.90 |
| William Ralph Zentz III | hazard tree inspection | GF | 180.00 |
| Windsor Chamber of Commerce | Windsor Bucks for Wellness prizes | GF | 1,000.00 |

| VENDOR | DESCRIPTION | FUND | AMOUNT |
|-------------------------------|--------------------------------------|------|-----------------------|
| Windsor Chamber of Commerce | Windsor Bucks for Dash promo | FS | 500.00 |
| Windsor FFA | joint mtg dinner expense | GF | 85.83 |
| Windsor Valley Auto Wash | car wash tokens | FMF | 20.00 |
| Windsor Valley Auto Wash | car wash tokens | FMF | 40.00 |
| Windsor-Severance Fire Rescue | Fire Dept Bldg permit fee collection | GF | 4,600.00 |
| Woolpert, Inc | GIS strategic plan | ITF | 5,804.00 |
| Xcel Energy | Prospect/Brunner farm electric svc | PIF | 1,350.00 |
| Xcel Energy | Utilities | KERN | 31.64 |
| Xcel Energy | Utilities | GF | 5,489.82 |
| Xcel Energy | Utilities | CRCF | 5,501.53 |
| Xcel Energy | Utilities | SF | 241.14 |
| Xcel Energy | Utilities | GF | 28,614.70 |
| Xcel Energy | Utilities | SF | 151.81 |
| Xcel Energy | Utilities | KERN | 15.84 |
| Xerox Corp | copier monthly maint fee | ITF | 2,774.57 |
| Zexhags, Inc. | Cleaning svc-AHC | GF | 50.00 |
| Zexhags, Inc. | building cleaning | GF | 1,063.75 |
| Zexhags, Inc. | Cleaning svc-AHC | GF | 50.00 |
| Zexhags, Inc. | Cleaning svc-AHC | GF | 428.00 |
| Zexhags, Inc. | Cleaning svc-AHC | GF | 50.00 |
| | TOTAL CASH DISBURSED | | <u>2,060,026.35</u> |
| | PAYROLL | | 326,131.59 |
| | (wages/ 2 pay periods) | | |
| | TOTAL | | <u>\$2,386,157.94</u> |

TOWN OF WINDSOR

RESOLUTION NO. 2013-01

A RESOLUTION DESIGNATING A PUBLIC PLACE FOR THE POSTING OF NOTICES CONCERNING PUBLIC MEETINGS

WHEREAS, in compliance with the Colorado Sunshine Act of 1972 and amendments thereto, the Town Board desires to designate a public place for the posting of notices concerning public meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. That a bulletin board has been placed in the reception area of Windsor Town Hall at 301 Walnut Street, Windsor, Colorado, and that such bulletin board is hereby designated as a public place for the purpose of giving full and timely notice of public meetings.

2. That the designation of a public place by this Resolution shall not be deemed to preclude the Town from providing other or different notice of public meetings, so long as such notice is full and timely and otherwise in compliance with the Colorado Sunshine Act of 1972 and subsequent amendments thereto.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of January, 2013.

TOWN OF WINDSOR

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

TOWN OF WINDSOR

RESOLUTION NO. 2013-02

A RESOLUTION SETTING FORTH THE WINDSOR TOWN BOARD'S POLICIES, PROCEDURES AND PREFERENCES WITH RESPECT TO PROVIDING FINANCIAL SUPPORT TO NON-PROFIT ORGANIZATIONS AND OTHER CHARITABLE CAUSES

WHEREAS, the Town of Windsor ("Town") places high value on the effective and efficient delivery of services to the public through planning, budgeting and administration of public funds; and

WHEREAS, the Town Board recognizes that not all human services are delivered through governmental sources, and that community-based resources are a valuable contributor to the quality of life within the community; and

WHEREAS, within its budget deliberations, the Town Board has historically set aside funds ("Outside Agency Funds") for case-by-case distribution to community-based non-profit organizations and other charitable causes; and

WHEREAS, the Town Board believes the distribution of public funds to non-profit organizations and charitable causes should be driven by the public benefit such organizations and causes bring to the community; and

WHEREAS, the Town Board has evaluated its methods for case-by-case distribution of Outside Agency Funds, and has concluded that the within Resolution is appropriate for identifying the purpose behind Outside Agency Funding and the means by which the Town Board will review requests for distribution of Outside Agency Funding.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD FOR THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

Section 1. Statement of Purpose.

The purpose of the Town of Windsor Community Grant Program is to fiscally support projects, services, and activities through the funding of non-profit organizations and charitable organizations in order to enhance the quality of life of Windsor residents.

Section 2. Application requirements.

2.1 Short Form Required.

Attached hereto and incorporated herein by this reference is the *Town of Windsor Community Grant Program Short Form Requests of \$1000 or Less Information and Application* ("Short Form"). The Town Board will not consider any request for Outside Agency Funds of \$1000 or less unless the requesting party has completed the Short Form in its entirety.

Nothing herein shall prevent the Town Board from requiring the requesting party to provide other information; if in its sole discretion the Town Board deems such information necessary for a full, fair and reasonable review.

2.2 Long Form Required.

Attached hereto and incorporated herein by this reference is the *Town of Windsor Community Grant Program Standard (Long Form) Information and Application* (“Long Form”). The Town Board will not consider any request for Outside Agency Funds of \$1001 or more unless the requesting party has completed the Long Form in its entirety and provided all attachments specified in Section 5 thereof.

Nothing herein shall prevent the Town Board from requiring the requesting party to provide other information; if in its sole discretion the Town Board deems such information necessary for a full, fair and reasonable review.

Section 3. Timing.

The Town will disburse approved Outside Agency Fund grants as soon as administratively practical. Outside Agency Fund recipients are expected to provide an accounting of prior Outside Agency Funds received when requesting Outside Agency Fund consideration in future years.

Section 4. Town Board discretion.

The within Resolution sets forth preferences and criteria intended to cover most Outside Agency Fund requests. However, the Town Board reserves the right to vary the within criteria in any particular case.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



COMMUNITY GRANT PROGRAM
SHORT FORM
REQUESTS OF \$1,000 OR LESS
INFORMATION AND APPLICATION

Short Form Grant Application Requirements

Please read the requirements carefully to ensure that your application is in compliance and complete. Be specific and concise in your answers. The short form is required for grant requests of \$1,000 or less.

Along with the Grant Application Form, submit a cover letter of no more than one (1) page providing a brief overview of your organization which outlines your request and clearly states your goals and objectives. This information should also include a justification of the request explaining the financial need.

PURPOSE

The purpose of the Town of Windsor Community Grant Program is to fiscally support projects, services, and activities through the funding of non-profit organizations and charitable causes in order to enhance the quality of life of Windsor residents.

GUIDELINES

1. The Town of Windsor supports organizations that enhance the quality of life in Windsor, Colorado. 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 Town of Windsor will fund specific projects and programs that have measurable results (evidence of productivity, change in numbers, etc.).
4. The services and programs are need-based, nondiscriminatory, and provided to the citizens of Windsor.
5. The services and programs are provided through a means that are more cost effective than the Town could provide and supplement or extend services currently provided by the Town of Windsor.
6. Operational funding requests will be considered; however, the Town of Windsor will not provide sustaining funds (multiple year commitments) to organizations.
7. Organizations receiving funding in the past must have current progress and/or final reports on file with the Town of Windsor in order to be eligible for the following year.
8. If an organization receives duplicate funding for a request, the Town of Windsor funds must be returned. For example, if a project/program budget is \$5,000 and the Town of Windsor and another organization both award \$5,000 to the same project/program, the Town of Windsor funds must be returned.
9. The use of funds must support the Town of Windsor's Strategic Plan.
10. Recipients must attach receipts to the Final Report which identify how all the funds distributed by the Town of Windsor were spent.



Short Form Grant Application

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

ORGANIZATION DIRECTOR/PRESIDENT: _____

GRANT 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? _____

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:

2012 Actual Revenues: \$ _____
2013 Budgeted Revenues: \$ _____

2012 Actual Expenses: \$ _____
2013 Budgeted Expenses: \$ _____

Signature, Director/President

Date



COMMUNITY GRANT PROGRAM
STANDARD (LONG FORM)
INFORMATION AND APPLICATION

Standard (Long) Form Grant Application Requirements

Please read the requirements carefully to ensure that your application is in compliance and complete. Be specific and concise in your answers. The long form is required for grant requests of \$1,001 or more.

PURPOSE

The purpose of the Town of Windsor Community Grant Program is to fiscally support projects, services, and activities through the funding of non-profit organizations and charitable organizations in order to enhance the quality of life of Windsor residents.

GUIDELINES

1. The Town of Windsor supports organizations that enhance the quality of life in Windsor, Colorado. 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 Town of Windsor will fund specific projects and programs that have measurable results (evidence of productivity, change in numbers, etc.)
4. The services and programs are need-based, nondiscriminatory, and provided to the citizens of Windsor.
5. The services and programs are provided through a means that are more cost effective than the Town could provide and supplement or extend services currently provided by the Town of Windsor.
6. Operational funding requests will be considered; however, the Town of Windsor will not provide sustaining funds (multiple year commitments) to organizations.
7. Organizations receiving funding in the past must have current progress and/or final reports on file with the Town of Windsor in order to be eligible for the following year.
8. Grant recipients must complete and return a Final Report within one year of grant receipt.
9. If an organization receives duplicate funding for a request, the Town of Windsor funds must be returned. For example, if a project/program budget is \$5,000 and the Town of Windsor and another organization both award \$5,000 to the same project/program, the Town of Windsor funds must be returned.
10. The use of funds must support the Town of Windsor's Strategic Plan.

Please submit this application according to the directions.

FORMAT

- Follow the outline provided and respond to all questions in the order presented in the number of pages indicated.
- The "Organizational Summary" page is the cover page of your application. Do not include a separate cover letter.
- Number each page of your request.
- Be sure to include required attachments.

Standard (Long) Form Grant Application Outline

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

- I. Complete Organizational Summary
- II. 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 2013 from all volunteers, including board members.
- III. 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 grant.
 - c. Describe the timetable for implementing this project/program.
 - d. How does this project/program benefit the local community? How many people will be impacted?
 - e. Include a list of all entities asked to give financial support to the proposed project, including the responses to date and dollar amounts committed.
 - f. What are the long-term sources/strategies for funding beyond the grant funds received?
 - g. Why should the Town of Windsor provide funding to your organization? How does the requested funding support the Town of Windsor Strategic Plan?
 - h. Are you funded by other sources? If so, what are the sources?
- IV. 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 Town of Windsor can expect to receive a preliminary or final report.
- V. Attachments
 - a. Organizations annual budget for fiscal year 2013.
 - 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.



Standard (Long) Form Grant Application

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

ORGANIZATION DIRECTOR/PRESIDENT: _____

GRANT 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? _____

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:

2012 Actual Revenues: \$ _____
2013 Budgeted Revenues: \$ _____

2012 Actual Expenses: \$ _____
2013 Budgeted Expenses: \$ _____

Signature, Director/President

Date



*Standard (Long) Form Grant Application
Checklist*

| Included | Not applicable | |
|----------|----------------|---|
| | | Organizational Summary |
| | | Organizational Information |
| | | Purpose of Grant |
| | | Evaluation |
| | | Attachment A – 2013 Annual Budget |
| | | Attachment B – Most Recent Year-to-Date Financial Statements |
| | | Attachment C – Current Year Balance Sheet |
| | | Attachment D – 501(c)(3) Documentation or Articles of Incorporation |
| | | Attachment E – Organizational Chart |
| | | Attachment F – Board of Directors |
| | | All required information is included in grant application packet |



MEMORANDUM

Date: January 14, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dennis Wagner, Director of Engineering
Re: IGA with Weld County for SH 392/WCR 23 intersection improvement construction

Background / Discussion:

Weld County Road 23 that goes north of State Highway 392 to the Town of Severance is $\frac{1}{4}$ mile east of WCR 23 that goes south of SH 392 to Windsor's Great Western Industrial Park where the name of the road changes to Great Western Drive. The offset of the two intersections and the absence of turn lanes constitute a safety hazard. There were 21 accidents at the intersection from 2006-2010; this includes 18 property damage only accidents and 3 injury accidents.

In 2011, Weld County, CDOT, Severance and Windsor shared the costs to design improvements to the subject intersection. The design is now complete and, as illustrated below, includes realignment of a half-mile stretch of WCR 23 north of SH 392 so that WCR 23 at SH 392 is a 4-way intersection with auxiliary turn lanes.

The total estimated construction cost of \$3,200,000 is proposed to be shared as follows:

- Weld County - \$623,000
- Windsor - \$150,000 (in 2013 budget)
- Severance - \$100,000
- NFRMPO (Federal) - \$1,406,000
- CDOT (State) - \$921,000

Weld County will be the lead agency for construction as described in the attached Intergovernmental Agreement.

Financial Impact:

Windsor is obligated to contribute \$150,000 toward construction which is included in the 2013 Capital Improvement Fund budget.

Relationship to the Strategic Plan:

"Promote, Manage and Facilitate an Effective Infrastructure System within the Town and the Northern Colorado Region"

Recommendation:

Approve Intergovernmental Agreement between the Town of Windsor and Weld County with respect to construction of intersection improvements for Weld County Road 23 and State Highway 392.

Attachments:

Resolution, IGA





Northbound truck turning from WCR 23 to eastbound Hwy. 392. Note the truck encroaching into the westbound lane.



Westbound truck on Hwy. 392 holding up traffic while it waits to turn left to WCR 23

TOWN OF WINDSOR

RESOLUTION NO. 2013-03

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR, COLORADO AND THE COUNTY OF WELD WITH RESPECT TO CONSTRUCTION OF INTERSECTION IMPROVEMENTS FOR WELD COUNTY ROAD 23 AND STATE HIGHWAY 392

WHEREAS, the Town of Windsor (“Town”) places high value on an efficient system of transportation, both within the Town and within the region to which it belongs; and

WHEREAS, the Town has developed a longstanding cooperative relationship with the County of Weld (“County”) with respect to roadway projects which promote both transportation and governmental efficiency; and

WHEREAS, the Town and the County have identified the intersection of Weld County Road 23 and State Highway 392 (“Intersection”) as a vital crossroads requiring upgrades and improvements; and

WHEREAS, the Town Board has previously approved a Town contribution to funding for the design of the Intersection improvements, which design is now proposed for implementation; and

WHEREAS, the Town and the County have negotiated the attached Intergovernmental Agreement for Construction of Intersection Improvements for Weld County Road 23 and State Highway 392 (“Agreement”), the terms of which will, if adopted by all parties, enable the County to complete the Intersection improvements during calendar year 2013; and

WHEREAS, the Town Board has reviewed the Agreement, the terms of which are incorporated herein by this reference as if set forth fully, and has concluded that the Agreement promotes the public health, safety and welfare.

NOW, THEREFORE, be it resolved by the Town Board of the Town of Windsor, Colorado, as follows:

1. The attached Agreement is hereby approved by the Town Board.
2. The Mayor is hereby authorized to execute the said Agreement on behalf of the Town.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

**INTERGOVERNMENTAL AGREEMENT WITH TOWN OF WINDSOR,
COLORADO FOR CONSTRUCTION OF INTERSECTION
IMPROVEMENTS FOR WCR 23 AND SH 392**

THIS AGREEMENT made and entered into this ____ day of _____, 2013, by and between the Town of WINDSOR, Colorado, a municipal corporation of the State of Colorado, whose address is 301 Walnut Street, Windsor, Colorado 80550, (hereinafter referred to as "WINDSOR"), and the County of Weld, State of Colorado, by and through the Board of County Commissioners of the County of Weld, State of Colorado, whose address is P.O. Box 758, 1150 "O" Street, Greeley, Colorado 80632, (hereinafter referred to as "COUNTY").

WITNESSETH:

WHEREAS, COUNTY commenced a roadway improvement project to improve sections of roadway on Weld County Road (WCR) 23 and State Highway (SH) 392, (hereinafter referred to as the "PROJECT"), by applying for and receiving approval for grants from the State of Colorado and the Federal Government, and

WHEREAS, on February 23, 2011, COUNTY and CDOT entered into an Intergovernmental Agreement to initiate the PROJECT by the release of State and Federal funds for its design phase, and

WHEREAS, COUNTY and WINDSOR previously entered into an Agreement to pay for the design of the PROJECT, and

WHEREAS, the design of the PROJECT has now been substantially completed, and

WHEREAS, both parties to this Agreement are authorized to enter into said Agreement by C.R.S. Sec. 29-1-203 and the Colorado Constitution Article XIV, Sec. 18(2), for the purpose of achieving greater efficiencies for the provision of services to the public, and

WHEREAS, both parties desire to enter into this Agreement for the purpose of defining their respective roles and responsibilities regarding the construction of the PROJECT, and

WHEREAS, the total estimated cost of the PROJECT CONSTRUCTION is \$3,200,000.00, which is expected to be shared as more particularly set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. TERM: The term of this Agreement shall be from the date first written above to and until the PROJECT described herein has been completed, or until terminated pursuant to the terms of Paragraph 3 of this Agreement.

2. SELECTION OF CONSTRUCTION CONTRACTOR: The parties agree that following the execution of an Intergovernmental Agreement between COUNTY and the Town of Severance, Colorado, (in substantially the same form as this Agreement), and the execution of this Agreement, and following concurrence to advertise the PROJECT for construction by CDOT, COUNTY shall proceed with the bid process and shall select a general contractor for the construction of this PROJECT.

3. SHARING OF PROJECT CONSTRUCTION COST: The estimated cost of the PROJECT construction under this Agreement shall be funded as follows:

| | |
|------------------------|---------------------|
| COUNTY Funds | \$623,000.00 |
| WINDSOR Funds | \$150,000.00 |
| Severance Funds | \$100,000.00 |
| NFRMPO (Federal) Funds | \$1,406,000.00 |
| CDOT (State) Funds | <u>\$921,000.00</u> |
| Total Funds | \$3,200,000.00 |

As reflected above, the sum to be paid by WINDSOR is \$150,000.00 and shall be paid to COUNTY within thirty (30) days of its receipt of an invoice from COUNTY, unless such amount is increased by an appropriate written modification to this Agreement executed before any increased cost is incurred. It is understood and agreed by both parties hereto that the total cost of the PROJECT construction stated hereinbefore is the best estimate available, based on the cost data at the time of execution of this Agreement, and such cost is subject to revisions (in accordance with the procedure in the previous sentence), agreeable to the parties prior to award of a construction contractor contract.

The parties hereto further understand and agree that the construction of the PROJECT is contingent upon all funds designated for the project herein being made available in the amounts and from the entities/sources identified above. Should these entities/sources fail to provide necessary funds as agreed upon herein, the Agreement may be terminated by either party upon written notice being delivered to the other party.

4. COUNTY AGREES:

- a. To be the lead agency and have jurisdiction over the project construction upon execution of this Agreement, allowing for full authority in contractual arrangements during the prosecution of the PROJECT construction.
- b. To be responsible for the administration of the PROJECT construction and to include WINDSOR in the construction process during major construction decisions.

5. WINDSOR AGREES:

- a. To pay its share of the PROJECT construction cost (\$150,000) to COUNTY as required in Paragraph 3, above.

6. PROJECT CONSTRUCTION COOPERATION: It is anticipated that construction of the PROJECT will take place in 2013. Each party represents that it has budgeted the funds required under the terms of Paragraph 3 of this Agreement and has made them available for the PROJECT'S construction. Neither COUNTY nor WINDSOR warrants that said funds will be available to fund this Agreement beyond fiscal year 2013.

7. ENTIRE AGREEMENT: This writing constitutes the entire Agreement between the parties hereto with respect to the subject matter herein, and shall be binding upon said parties, their officers, employees, agents and assigns and shall inure to the benefit of the respective survivors, heirs, personal representatives, successors and assigns of said parties.

8. NO THIRD PARTY BENEFICIARY ENFORCEMENT: It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the undersigned parties and nothing in this Agreement shall give or allow any claim or right of action whatsoever by any other person not included in the Agreement. It is the express intention of the undersigned parties that any entity other than the undersigned parties receiving services or benefits under this Agreement shall be an incidental beneficiary only.

9. NO WARRANTY BY WELD COUNTY: By virtue of its entering into this Agreement and upon its promises to perform the work described herein, WELD COUNTY makes no warranties, either express or implied, that the PROJECT construction agreed to herein meet or will meet standards other than those generally required for counties and cities of the size and type similar to the parties herein.

10. SEVERABILITY: If any term or condition of this Intergovernmental Agreement shall be held to be invalid, illegal, or unenforceable, this Intergovernmental Agreement shall be construed and enforced without such provision to the extent that this Intergovernmental Agreement is then capable of execution within the original intent of the parties hereto.

11. MODIFICATION AND BREACH: This Intergovernmental Agreement contains the entire Intergovernmental Agreement and understanding between the parties to this Intergovernmental Agreement and supersedes any other Intergovernmental Agreements concerning the subject matter of this transaction, whether oral or written. No modification, amendment, notation, renewal, or other alteration of or to this Intergovernmental Agreement shall be deemed valid or of any force or effect whatsoever, unless mutually agreed upon in writing by the undersigned parties. No breach of any term, provision, or clause of this Intergovernmental Agreement shall be deemed waived or excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party hereto, or waiver of, a breach by any other party, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach. In the event of a dispute between COUNTY and WINDSOR, concerning this Agreement, the parties agree that neither shall not be liable to or responsible for the payment of attorney fees and/or legal costs incurred by or on behalf of the other.

12. NO WAIVER OF GOVERNMENTAL IMMUNITY: No term or condition of this Agreement shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections or other provisions, of the Colorado Governmental Immunity Act §§24-10-101 et seq., as applicable now or hereafter amended.

13 NOTICES: All notices required herein shall be mailed via First Class Mail to the parties' representatives at the addresses set forth below:

WINDSOR:
Dennis Wagner, Engineering Director
301 Walnut Street
Windsor, CO 80550
Phone: 970-674-2406

WELD COUNTY:
Wayne Howard, County Engineer
P.O. Box 758, 1111 "H" Street
Greeley, CO 80632
Phone: 970-304-6496, ext. 3788

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate of the day and year first hereinabove written.

ATTEST:

TOWN OF WINDSOR, COLORADO

By: _____
Patti Garcia, Town Clerk

By: _____
John Vazquez, Mayor

ATTEST:
WELD COUNTY Clerk to the Board

BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO

By: _____
(Deputy) Clerk to the Board

By: _____
William F. Garcia, Chair



MEMORANDUM

Date: January 14, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dean Moyer, Director of Finance
Re: Resolution on IGA with Weld County
Item #: B.10.

Background / Discussion:

This item concerns the Severance tax payments we receive from the State each year. The amount of the payment is based on the number of oil and gas workers that reside within Windsor Town limits. Each of the last few years we have participated in a program with Weld County to verify the number of employees living in Windsor. The project is run by Bill Jerke, who has considerable experience with the oil and gas industry.

Financial Impact:

Our share of the contract is \$225. At this point I do not know how much extra revenue we may generate.

| | Budget | Proposed | Note |
|----------------|---------------|-----------------|-------------|
| Revenue | \$0 | \$ | |
| Expense | \$225 | \$225 | |
| Net | | \$ | |

Relationship to Strategic Plan:

Explore new funding sources for maintenance of streets.

Recommendation:

Approve the Resolution adopting the IGA with Weld County.

Attachments:

Resolution
Intergovernmental Agreement

TOWN OF WINDSOR

RESOLUTION NO. 2013-04

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR AND THE COUNTY OF WELD WITH RESPECT TO THE SHARING OF COSTS FOR THE COUNTY'S EFFORTS AT INCREASING DISTRIBUTIONS FROM THE DEPARTMENT OF LOCAL AFFAIRS

WHEREAS, the Town of Windsor ("Town") and the County of Weld ("County") have a long history of cooperation in a variety of endeavors; and

WHEREAS, the County has recently entered into an agreement with William Jerke, under which Mr. Jerke will be compensated for reporting qualifying County residents employed in oil and gas and mineral extraction activity, thus increasing the County's share of State Severance Tax and federal mineral lease non-bonus payments distributed by the Department of Local Affairs ("DOLA Payments"); and

WHEREAS, the efforts of Mr. Jerke will benefit the Town, as the State formula for distribution of DOLA Payments requires a certain percentage of the DOLA Payments must be allocated to municipalities within each county; and

WHEREAS, the County has asked that the Town share in the cost of Mr. Jerke's services to acknowledge the benefit flowing to the Town as a result of increased DOLA Payment revenue to the Town; and

WHEREAS, the County has presented to the Town the attached Intergovernmental Agreement for Payment of Bonus Amounts for Certain Reported Oil and Gas Employees Residing Within Municipal Boundaries ("IGA"); and

WHEREAS, the IGA fairly allocates to the Town a portion of the cost for Mr. Jerke's services for a one-year period; and

WHEREAS, the IGA has been reviewed by the Town Manager and Director of Finance, both of whom have recommended the IGA be approved; and

WHEREAS, the Town Board has concluded that the IGA is proper in all respects, and promotes the public interest.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. The attached Intergovernmental Agreement for Payment of Bonus Amounts for Certain Reported Oil and Gas Employees Residing Within Municipal Boundaries is hereby approved by the Town Board of the Town of Windsor.
2. The Mayor his hereby authorized to execute the said Intergovernmental Agreement in the form attached hereto.
3. The Town Attorney is authorized to make such minor changes to the Intergovernmental Agreement as may be necessary to assure its clarity and finalization as authorized herein.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

TOWN OF WINDSOR

ORDINANCE NO. 2012-1443

AN ORDINANCE FIXING THE COMPENSATION OF THE MUNICIPAL COURT JUDGE AND MUNICIPAL COURT CLERK FOR THE TOWN OF WINDSOR IN COMPLIANCE WITH SECTIONS 13-10-107 AND 13-10-108, C.R.S., AND SECTION 2-4-90 OF THE WINDSOR MUNICIPAL CODE

WHEREAS, the Town of Windsor (hereinafter, "Town") is a Colorado home rule municipality, with all powers and authority attendant thereto; and

WHEREAS, the Town's Home Rule Charter, at Section 9.2, provides for the establishment of the Windsor Municipal Court (hereinafter, "Court") and the office of Municipal Judge (hereinafter, "Judge"); and

WHEREAS, by Ordinance No. 2010-1392, the Town Board established the Court as a statutory "court of record", subject to the requirements of the Colorado Revised Statutes; and

WHEREAS, § 13-10-107, C.R.S., requires that the compensation of the Municipal Judge and Municipal Court Clerk be fixed by ordinance; and

WHEREAS, Windsor Municipal Code Section 2-4-90 provides:

In conjunction with the annual budgeting process, the Town Board shall on an annual basis by ordinance budget and appropriate such moneys as may be necessary for the proper operation of the Municipal Court. Such appropriations shall include the fixing of compensation for the Municipal Court Judge and any Assistant Judge assigned to the Municipal Court, with due regard for the limitations established in Section 9.2(D) of the Home Rule Charter. Such appropriations shall include the fixing of compensation for the office of the Municipal Court Clerk.

and

WHEREAS, the Town Board has approved the annual budget for fiscal year 2013, in which the compensation for the Municipal Judge and Municipal Court Clerk have been approved; and

WHEREAS, the Town Board wishes by this Ordinance to incorporate by reference the previously-budgeted 2013 annual compensation for both the Municipal Judge and the Municipal Court Clerk in compliance with the within-referenced Code and statutory requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

Section 1. The compensation of the Municipal Court Judge and Municipal Court Clerk for the 2013 fiscal year shall be as stated in the 2013 Annual Budget previously approved by the Town Board.

Section 2. Nothing herein shall be deemed a waiver or modification of the provisions of Section 9.2 (D) of the Town of Windsor Home Rule Charter.

Introduced, passed on first reading, and ordered published this 10th day of December, 2012.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 14th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

TOWN OF WINDSOR

ORDINANCE NO. 2013-1444

BEING AN EMERGENCY ORDINANCE AMENDING TOWN OF WINDSOR ORDINANCE 2012-1441 CONCERNING THE ESTABLISHMENT OF A SPECIAL FEE FOR THE CORRIDOR ACTIVITY CENTER (“CAC”) IN THE TOWN OF WINDSOR, COLORADO.

WHEREAS, on or about November 13, 2012 the Town Board adopted Ordinance No. 2012-1440; and

WHEREAS, on or about November 26, 2012 the Town Board adopted Ordinance No. 2012-1441 amending Ordinance No. 2012-1440 for the purpose of correcting a clerical error with regard to a parcel of land included in the CAC; and

WHEREAS, it has now been determined that the Ordinance No. 1441, while properly correcting Ordinance No. 1440, improperly fixed the amount of developable land area for the subject CAC parcel; and

WHEREAS, by the provisions of this Ordinance will amend Ordinance No. 2012-1441 to correct the developable land area of the aforesaid parcel; and

WHEREAS, the Town Board hereby finds that an emergency exists requiring the within ordinance to be adopted as an emergency ordinance subject to adoption without a second reading; and

WHEREAS, the Town Board hereby finds and determines that the sole purpose of the within ordinance is to correct a clerical error, and that none of the limitations on the adoption of ordinances upon single reading as set forth in Section 4.11 of the Town of Windsor Home Rule Charter are applicable to the within ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. Section 17-16-20 (1) (a) of Town of Windsor Ordinance No. 2012-1440, as amended by Town of Windsor Ordinance No. 2012-1441, is hereby further amended to provide that the developable land area for the subject parcel shall be designated as 587,429 square feet rather than 352,269. This amendment shall not alter or otherwise affect the total per square foot calculation or the total fee as set forth in Town of Windsor Ordinance No. 2012-1441.

The corrected information for the subject parcel shall now be as follows:

PARCEL NUMBER: 86150-00-013
OWNER: BURNETTE/YOUNG INVESTMENTS
GROSS LAND AREA: 939,698 SQUARE FEET
DEVELOPABLE LAND AREA: 587,429 SQUARE FEET
TOTAL FEE PER SQUARE FOOT: \$.12
TOTAL FEE: \$68,104
PROXIMITY COMPONENT OF FEE: \$34,052

2. In accordance with the finding set forth herein, this Ordinance shall be adopted as an emergency ordinance under the provisions of the Town of Windsor Home Rule Charter, and such adoption is deemed necessary for the immediate preservation of public property, health, welfare, peace, or safety.

Introduced, adopted by a minimum of two-thirds of the Members of the Windsor Town Board in office on the date of adoption, and ordered published this 14th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By _____
John A. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 14, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Scott Ballstadt, AICP, Chief Planner
Subject: Consideration of whether to entertain a request for a Conditional Use Grant (CUG) for continued use of improvements that were required to be removed in accordance with conditions of a previous CUG approval
Location: 675 Southwood Drive
Item #: C.3

Background:

Although the enclosed letter from Mr. Gary Young requests an extension of time to complete conditions of a previously approved Conditional Use Grant (CUG), the previous deadlines have passed and Mr. Young has been notified that the property is now in violation of the previous CUG conditions of approval. Therefore, the purpose of this action is not to consider the merits of the conditional use itself, but rather to determine whether or not the Town Board wishes to entertain another CUG application for continued use of the concrete pad and tent structure that were supposed to be removed as conditions of the previous CUG.

You may recall the reason that the conditions of the previous CUG approval required the concrete pad and tent to be removed from the property is because those improvements were installed without building permits and in violation of the Town's minimum offset distance to the property line. Mr. Young's proposed use of the property continues to evolve from the originally proposed school for wedding planning students (which ultimately held weddings but did not involve the school), to the temporary use of the property for wedding receptions (which generated neighbor complaints regarding noise, parking and litter), to the uses proposed in the current request letter (which proposes leaving the improvements in place for potential future buyers). Since the previous CUG was approved with the intent that the use would be temporary and the improvements would be removed by the prescribed deadline, the temporary tent was not reviewed for long-term use and would need to be reviewed by SAFEbuilt and Windsor-Severance Fire Rescue to determine if it can meet all building and fire codes.

It should also be noted that, should Mr. Young come to an agreement to purchase a portion of the neighboring property, both property owners would need to jointly submit a minor subdivision application to move the shared lot line and a rezoning application to rezone that portion of the property to Estate Residential (E-1), as the other property is currently zoned Open Space (O). Since these applications would require Town review, applicable notifications and public hearings, etc. before they could be approved, the requested April 30, 2013 timeframe would not allow enough time to address all of the necessary Town requirements.

Relationship to Strategic Plan: n/a

Recommendation: For discussion and to provide direction to staff as to whether or not the Town Board wishes to entertain a request for a CUG for continued use of improvements that were required to be removed in accordance with conditions of a previous CUG approval

Notification: n/a

Attachments: 12/5/12 zoning violation letter and photos of concrete pad and tent frame; 12/6/12 letter from Gary Young; 1/9/12 CUG zoning certificate; 9/3/08 copy of Bible College MOU

pc: Gary Young, property owner
Stan Everitt, adjacent property owner



December 5, 2012

Gary Young
Riva Del Lago, LLC
5747 Nicklaus Drive
Fort Collins, CO 80528

Subject: Notice of Violation - 675 Southwood Lane

Dear Mr. Young,

As you are aware, the temporary tent structure and associated concrete pad at the abovementioned property were to be removed in accordance with the Conditional Use Grant approval granted by the Town Board on January 9, 2012. The conditions of approval included, in part, the following:

1. The concrete pad shall be removed by November 15, 2012. The applicant shall submit for and receive approval of a demolition permit for the removal of the concrete pad and shall receive all applicable approvals for the installation of the temporary tent;
2. The temporary tent shall be removed from the subject property no later than October 15, 2012;

As can be seen by the enclosed photos taken on December 4, 2012, the tent frame and concrete pad remain on site, constituting a violation of the aforementioned conditions.

Therefore, in order to avoid the Town having to take any further regulatory actions, **please obtain a demolition permit, remove the tent frame and concrete pad and restore the affected area to it's previous condition by no later than December 31, 2012.** Furthermore, please contact me when this work has been completed so that I may verify and document such compliance.

Please let me know if you have any questions or require additional information.

Sincerely,

A handwritten signature in blue ink that reads "Scott Ballstadt".

Scott Ballstadt, AICP
Chief Planner

enclosure: Photos of site; Conditional Use Grant Zoning Certificate

pc: Kelly Arnold, Town Manager
John Michaels, Chief of Police
Planning Department staff



December 6, 2012

Scott Ballstadt
Chief Planner
Town of Windsor

Re: 675 Southwood Lane Conditional Use Grant

Dear: Scott

Thanks for your letter regarding the concrete slab and tent removal.

As I mentioned in my email, there are some very positive discussions under way with two different parties to purchase the property known as the Bible Campus on Southwood Lane. Stan Everitt, the managing owner of Double E&G, the property to the west, is involved in the discussions and also supportive of the ideas and changes being discussed. If they happen to satisfaction, there is discussion to acquire the property area between the water's edge and the concrete slab to be added into 675 Southwood Lane. Of course if that happens then that eliminates the issues with the slab crossing the current property line to the west.

The school used the tent all summer for a meeting area for their meals which has worked very well in accommodating their students. The new buyers would want this amenity to remain in place, so with these factors under discussion, it is practical to leave the pad as is until it is understood for all parties how the new deal is finalized.

There are also plans being discussed for removing the current small classroom building and rebuilding a kitchen and restrooms in its place. The slab would remain in its current spot to serve as a large patio area.

For this reason I am requesting that the Town Board consider extending the CUG until the end of April to provide time to finalize and close a deal with a buyer. As part of this transaction, a plan would be submitted to the Town of Windsor to settle the issue of the property line infringement with Double E&G to the west.

If a new owner does not come to fruition, it is better to remove the concrete slab after the winter is over to provide warmer temperatures for laying the required new sod in the spring.

Thanks again for your follow up, I apologize for not bringing you into the loop sooner. Please submit this letter as our request for an extension of the deadline for removing the concrete slab as required under the Conditional Use Grant until April 30, 2013.

Kind Regards,

Gary Young
Riva Del Lago, LLC
675 Southwood Lane
Windsor, CO 80550



**DECISION OF
THE WINDSOR PLANNING COMMISSION AND
THE WINDSOR TOWN BOARD
ZONING CERTIFICATE**

This certificate is evidence that on December 1, 2011, the Windsor Planning Commission and on January 9, 2012, the Windsor Town Board granted to:

**Mr. Gary Young, Applicant
Riva Del Lago, LLC**

Owner of the property described as follows:

**675 Southwood Lane
Westwood Village Subdivision Second Filing, Lot 42, Block 2
Windsor, CO 80550**

A Conditional Use Grant for a Temporary Wedding and Reception Venue located at 675 Southwood Lane in the Estate Residential (E-1) zone district.

Approval of the conditional use grant is subject to the following conditions:

1. The concrete pad shall be removed by November 15, 2012. The applicant shall submit for and receive approval of a demolition permit for the removal of the concrete pad and shall receive all applicable approvals for the installation of the temporary tent;
2. The temporary tent shall be removed from the subject property no later than October 15, 2012;
3. The applicant shall utilize dust mitigation measures for the dirt parking lot on an as-needed basis. Parking shall be directed to the parking area within the property, and any overflow parking shall be directed to the side of the street upon which the property sits;
4. If the Town receives complaints regarding the noise levels during the proposed events, the conditional use grant shall be re-evaluated by the Planning Commission and Town Board for additional conditions or possible revocation of the conditional use grant approval. The applicant shall have a

person or persons on-site who shall be responsible for minimizing unreasonable noise levels;

5. Amplified noise shall end by 10:00 pm as stated in the application materials;
and
6. The Conditional Use Grant will expire on October 15, 2012.

Peggy Tremelling
Planning Technician
1/24/2012

pc: Mr. Gale Schick, Chairman, Planning Commission
Planning Staff

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING by and between the Town of Windsor, Colorado (hereinafter, "Town") and Gary Young (hereinafter, "Owner"), is dated August 28, 2008, and pertains to the property known as Covenant Bible College, described as Lots 41, 42, 43, 44, Block 2 of Westwood Village Subdivision, Second Filing (hereinafter, "Bible College Site").

RECITALS

WHEREAS, Owner intends to purchase the Bible College Site on or about August 29, 2008; and

WHEREAS, the Town's previous site plan approval for the Bible College Site and the Town's E-1 zoning designation allows for public and private schools as a use by right on the Bible College Site; and

WHEREAS, Owner has represented to the Town that, in addition to the public and private educational uses allowed for the Bible College Site, he intends to use the Bible College Site to host weddings, retreats and conferences, any or all of which may generate revenue; and

WHEREAS, Owner has further represented that he intends that the weddings, retreats and conferences will primarily serve as training opportunities for students pursuing their degrees in hospitality, photography, floral design, music, and related educational pursuits; and

WHEREAS, the Town has in place a process for obtaining Conditional Use Grant approvals for activities such as those proposed by Owner which, in the absence of an educational purpose, would require Owner to seek and obtain such Conditional Use Grant approval for weddings, retreats and conferences at the Bible College Site.

NOW, THEREFORE, the parties hereby state the following understandings with respect to Owner's proposed uses for the Bible College Site:

1. The foregoing recitals are acknowledged to be accurate and are incorporated herein by this reference.
2. The Town, in reliance upon the foregoing representations of Owner, will not at the present time require Owner to seek and obtain Conditional Use Grant approval for weddings, retreats and conferences, so long as such events can be demonstrated to have a primary purpose of education for students pursuing subjects related to the activities represented.
3. The Town, however, reserves the right to evaluate the Owner's use of the Bible College Site on an ongoing basis and, should the Town's Director of

Planning determine that Owner's use of the Bible College Site warrants Conditional Use Grant approval, the Town shall notify Owner accordingly.

4. In the event the Town notifies Owner of the need for Owner to seek and obtain Conditional Use Grant approval for Owner's use of the Bible College Site, Owner shall within fourteen (14) days of such notice file a completed application for Conditional Use Grant approval with the Town's Planning Department.
5. Owner hereby acknowledges that the determination of Conditional Use Grant approvals is solely within the discretion of the Windsor Town Board, and shall be determined in accordance with the applicable provisions of the *Windsor Municipal Code*.
6. Nothing in this Memorandum of Understanding shall be construed to grant to Owner approval for any particular use or uses of the Bible College Site. Each party hereby reserves his or its right to pursue any approvals, relief or remedies as may be provided by law.
7. This Memorandum of Understanding is personal to the parties, shall not be assignable, and shall not create any third-party rights of any kind.
8. In the event formal approvals are obtained by either party, said approvals shall supercede the terms of this Memorandum of Understanding to the extent such approvals conflict with the within terms.
9. Either party may terminate the within Memorandum of Understanding upon written notice addressed and delivered by first-class mail as follows:

To Town:

Director of Planning
Town of Windsor, Colorado
301 Walnut Street
Windsor, CO 80550

To Owner:

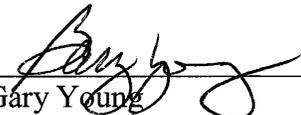
Gary Young
5747 Nicklaus Drive
Fort Collins, CO 80528

10. The within Memorandum of Understanding represents the entire understanding between the parties with respect to its subject matter. There are no other promises, representations or undertakings, except as set forth herein.

TOWN OF WINDSOR, COLORADO


BY: Joseph P. Plummer, Director of
Planning

OWNER


Gary Young



MEMORANDUM

Date: January 14, 2013
To: Town Board
From: Carrie Knight, Manager of Art & Heritage
Re: De-accessions of museum collections

The Town Board will occasionally review recommended de-accessions from and accessions to the permanent collection of the Town of Windsor Museum. The Town of Windsor Museum is formally established by Ordinance, and thus subject to operations and maintenance in correlation with established standards as recommended by the American Alliance of Museums. According to these standards, the collections are routinely evaluated in regards to condition, object duplication, and whether or not an item is appropriate to fulfilling the mission statement or can be adequately cared for by museum staff. This is a necessary process in maintaining and ensuring the future health of the museum and its collections.

The term “de-accession” means to permanently remove an object from a collection and to relinquish ownership of said object. The de-accession process is conducted with sensitivity to maintaining the public’s trust, preventing allegations of unethical conduct, and protecting the interests of the collection at large.

Once de-accessioned, these items will be offered first right of refusal to the original donor. If the donor is unable or unwilling to take ownership of the object, the object will be offered to area museums for their educational purposes. As a last resort, the object will be sold at auction.

Town Board will have the opportunity to review a short list of items recommended for deaccession at their next meeting on January 20, 2013. As indicated above, these are items that due to condition, duplication, or lack of affiliation of the mission statement, should not be retained in the Museum’s collection. The only financial impact associated with deaccessions is staff time and perhaps public notices.

Attachments:

- b. Collections Criteria
- c. Deaccession Form
- d. AAM Code of Ethics

Collections Criteria for Town of Windsor Museum

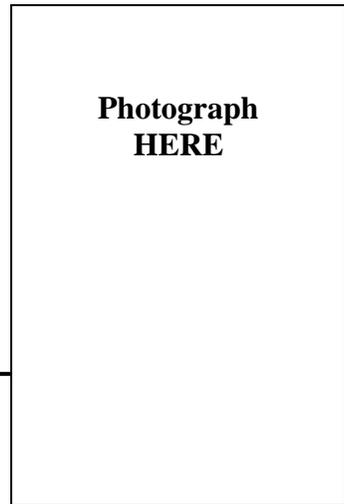
- The Town of Windsor Museum will collect artifacts, documents, and photographs that significantly enhance its mission. Factors such as rarity or typicality, provenance and interpretive potential will be reviewed when considering relevance.
- Objects must be in good working condition and be of no physical threat to museum employees or visitors.
- Object must not duplicate objects already in collection, unless object is of superior physical condition and is intended to replace earlier object.
- Object must have available storage space that ensures long-term safety of object in keeping with professional standards of museum conservation.
- Object must be available for use in changing exhibits and educational programming.
- Object is donated free of donor-imposed restrictions and with clear title of ownership.
- All items donated to the Windsor Museum shall become property of the Town of Windsor.

Reviewed 01/2013



Windsor Museum

Department of Parks, Recreation, and Culture
Arts and Heritage Division
301 Walnut Street
Windsor, CO 80550



Deaccession

Object to be Deaccessioned:

Accession #:

Donor/Source:

Description of object:

Condition of object:

Specific Reason for Deaccession:

- Object does not illustrate unique Windsor heritage as specified in mission statement.
- No known provenance.
- Object lacks rarity as specified in collections criteria
- Collection does not support objects interpretive potential for exhibition
- Duplicate in Collection
- Poor Condition
- Museum cannot adequately care for object
- Unidentifiable

Method of Disposal:

- Transferred to the Windsor Museum's use collection
 - Returned to Donor
 - Destroyed
 - Given to institution in which object is more relevant/significant to the institution's mission.
 - Public Auction
 - Cannot be found in inventory
-

Code of Ethics for Museums

Adopted 1991, amended 2000.

Please note that the Code of Ethics for Museums references the American Association of Museums (AAM), now called the American Alliance of Museums.

Ethical codes evolve in response to changing conditions, values and ideas. A professional code of ethics must, therefore, be periodically updated. It must also rest upon widely shared values. Although the operating environment of museums grows more complex each year, the root value for museums, the tie that connects all of us together despite our diversity, is the commitment to serving people, both present and future generations. This value guided the creation of and remains the most fundamental principle in the following Code of Ethics for Museums.

Code of Ethics for Museums

Museums make their unique contribution to the public by collecting, preserving and interpreting the things of this world. Historically, they have owned and used natural objects, living and nonliving, and all manner of human artifacts to advance knowledge and nourish the human spirit. Today, the range of their special interests reflects the scope of human vision. Their missions include collecting and preserving, as well as exhibiting and educating with materials not only owned but also borrowed and fabricated for these ends. Their numbers include both governmental and private museums of anthropology, art history and natural history, aquariums, arboreta, art centers, botanical gardens, children's museums, historic sites, nature centers, planetariums, science and technology centers, and zoos. The museum universe in the United States includes both collecting and non-collecting institutions. Although diverse in their missions, they have in common their nonprofit form of organization and a commitment of service to the public. Their collections and/or the objects they borrow or fabricate are the basis for research, exhibits, and programs that invite public participation.

Taken as a whole, museum collections and exhibition materials represent the world's natural and cultural common wealth. As stewards of that wealth, museums are compelled to advance an understanding of all natural forms and of the human experience. It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.

Museums in the United States are grounded in the tradition of public service. They are organized as public trusts, holding their collections and information as a benefit for those they were established to serve. Members of their governing authority, employees and volunteers are committed to the interests of these beneficiaries. The law provides the basic framework for museum operations. As nonprofit institutions, museums comply with applicable local, state, and federal laws and international conventions, as well as with the specific legal standards governing trust responsibilities. This Code of Ethics for Museums takes that compliance as given. But legal standards are a minimum. Museums and those responsible for them must do more than avoid

legal liability, they must take affirmative steps to maintain their integrity so as to warrant public confidence. They must act not only legally but also ethically. This Code of Ethics for Museums, therefore, outlines ethical standards that frequently exceed legal minimums.

Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise—actual, potential or perceived—the duty of loyalty must never be compromised. No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation and the society it serves.

For museums, public service is paramount. To affirm that ethic and to elaborate its application to their governance, collections and programs, the American Association of Museums promulgates this Code of Ethics for Museums. In subscribing to this code, museums assume responsibility for the actions of members of their governing authority, employees and volunteers in the performance of museum-related duties. Museums, thereby, affirm their chartered purpose, ensure the prudent application of their resources, enhance their effectiveness and maintain public confidence. This collective endeavor strengthens museum work and the contributions of museums to society—present and future.

Governance

Museum governance in its various forms is a public trust responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs and its physical, human and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society and respect the diversity of the natural and cultural common wealth.

Thus, the governing authority ensures that:

- all those who work for or on behalf of a museum understand and support its mission and public trust responsibilities
- its members understand and fulfill their trusteeship and act corporately, not as individuals
- the museum's collections and programs and its physical, human and financial resources are protected, maintained and developed in support of the museum's mission
- it is responsive to and represents the interests of society
- it maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected
- working relationships among trustees, employees and volunteers are based on equity and mutual respect
- professional standards and practices inform and guide museum operations
- policies are articulated and prudent oversight is practiced
- governance promotes the public good rather than individual financial gain.

Collections

The distinctive character of museum ethics derives from the ownership, care and use of objects, specimens, and living collections representing the world's natural and cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal.

Thus, the museum ensures that:

- collections in its custody support its mission and public trust responsibilities
- collections in its custody are lawfully held, protected, secure, unencumbered, cared for and preserved
- collections in its custody are accounted for and documented
- access to the collections and related information is permitted and regulated
- acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials
- acquisition, disposal, and loan activities conform to its mission and public trust responsibilities
- disposal of collections through sale, trade or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.
- the unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections
- collections-related activities promote the public good rather than individual financial gain
- competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved.

Programs

Museums serve society by advancing an understanding and appreciation of the natural and cultural common wealth through exhibitions, research, scholarship, publications and educational activities. These programs further the museum's mission and are responsive to the concerns, interests and needs of society.

Thus, the museum ensures that:

- programs support its mission and public trust responsibilities
- programs are founded on scholarship and marked by intellectual integrity
- programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources
- programs respect pluralistic values, traditions and concerns
- revenue-producing activities and activities that involve relationships with external entities are compatible with the museum's mission and support its public trust responsibilities
- programs promote the public good rather than individual financial gain.

Promulgation

This Code of Ethics for Museums was adopted by the Board of Directors of the American Association of Museums on November 12, 1993. The AAM Board of Directors recommends that each nonprofit museum member of the American Association of Museums adopt and promulgate its separate code of ethics, applying the Code of Ethics for Museums to its own institutional setting.

A Committee on Ethics, nominated by the president of the AAM and confirmed by the Board of Directors, will be charged with two responsibilities:

- establishing programs of information, education and assistance to guide museums in developing their own codes of ethics
- reviewing the Code of Ethics for Museums and periodically recommending refinements and revisions to the Board of Directors.

Afterword

Each nonprofit museum member of the American Association of Museums should subscribe to the AAM Code of Ethics for Museums. Subsequently, these museums should set about framing their own institutional codes of ethics, which should be in conformance with the AAM code and should expand on it through the elaboration of specific practices. This recommendation is made to these member institutions in the belief that engaging the governing authority, staff and volunteers in applying the AAM code to institutional settings will stimulate the development and maintenance of sound policies and procedures necessary to understanding and ensuring ethical behavior by institutions and by all who work for them or on their behalf.

The Code of Ethics for Museums serves the interests of museums, their constituencies, and society. The primary goal of AAM is to encourage institutions to regulate the ethical behavior of members of their governing authority, employees and volunteers. Formal adoption of an institutional code promotes higher and more consistent ethical standards.