



TOWN BOARD REGULAR MEETING

January 28, 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 January 14, 2013 Regular Town Board Meeting – P. Garcia
2. Liquor License Special Event – Our Lady of the Valley Church – P. Garcia
3. Cancellation of March 11, 2013 Regular Town Board Meeting – P. Garcia
4. Resolution No. 2013-05 Approving the De-accession of Items to the Town of Windsor Museum Collection – C. Knight
5. Resolution No. 2013-06 - Approving the use of electronic message boards along state highways to meet CDOT regulations – T. Walker
6. Advisory Board Appointments – P. Garcia

C. BOARD ACTION

1. Short Form Grant Application – Windsor Community Choir
 - Applicant presentation: Grover Kelly
2. Site Plan Presentation – Eagle Crossing Subdivision, First Filing – Aladar Drive (Army Reserve Center) Site Plan – United States of America, property owner / Lewis Nabity, USACE, applicant / Matt Billingslea, PEC, PA, applicant’s representative
 - Staff presentation: Brett Walker, Associate Planner
3. Ordinance No. 2013-1446 - An Emergency Ordinance Imposing a Temporary Moratorium on the Operation of any Private Marijuana Club Within the Reach of Article XVIII, Section 16 of the Colorado Constitution; Directing the Prompt Exploration of the Town’s Regulatory Authority over such Activities; Declaring the Intention of the Town Board To Consider the Adoption of Appropriate Town Regulations With Respect to Such Activities, Including the Prohibition thereof; and Declaring an Emergency Pursuant to Section 4.11 of The Windsor Home Rule Charter
 - Legislative action
 - Staff presentation: Ian McCargar, Town Attorney
4. Resolution No. 2013-07 - A Resolution approving an incentive agreement for infrastructure improvements between the Town of Windsor and Woodward, Inc. the purpose of which is to encourage additional employment activity within the vicinity of Hwy 34 & County Road 17.
 - Legislative action
 - Staff presentation: Stacy Johnson, Economic Development Manager; Ian McCargar, Town Attorney
5. Resolution No. 2013-08 - A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Town of Windsor, Colorado, for 2012
 - Legislative action
 - Staff presentation: Dean Moyer, Director of Finance
6. December Financial Report
 - Staff presentation: Dean Moyer

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. EXECUTIVE SESSION

An executive session pursuant to § 24-6-402 (4) (e) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; Hilltop Estates storm drainage issues. (Kelly Arnold, Dennis Wagner, Ian McCargar)

F. ADJOURN



TOWN BOARD REGULAR MEETING

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

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MINUTES

A. CALL TO ORDER

Roll Call Mayor Vazquez called the regular meeting to order at 7:00 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 Kelly Arnold Town
- Town Attorney Ian McCargar
- Town Clerk Patti Garcia
- Chief of Police John Michaels
- Director of Finance Dean Moyer
- Director of Planning Joe Plummer
- Chief Planner Scott Ballstadt
- Director of Parks & Recreation Melissa Chew
- Director of Human Resources Mary Robins
- Director of Public Works Terry Walker
- Director of Engineering Dennis Wagner
- Economic Development Manager Stacy Johnson

2. Pledge of Allegiance

Mayor Vazquez requested to have a moment of silence in honor of the passing of past Board Member Mike Kelly; Mayor Vazquez then 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 Rose seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, Thompson, Rose, Vazquez, Melendez, Bishop-Cotner, Adams
Nays – 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 reported that the Parks, Recreation and Culture Advisory Board did not meet in January due to lack of agenda items; the next meeting of the Board will be February 5, 2013.
- Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority
Town Board Member Thompson reported there had not been any meetings due to the holidays.

- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
Mayor Pro-Tem Melendez reported the Chamber of Commerce would be celebrating their 100th year anniversary in 2013. Items of note include the Annual Dinner would be held at the Readiness Center and a new Windsor map is being worked on with the Town. Goals for 2013 include use of the member hot deals on the mobile app to become more popular to bring traffic into businesses and stores in Windsor, increasing the membership growth and rate, attendance at chamber related functions, and a mini-facelift of the chamber offices.

The Downtown Development Authority (DDA) would be holding their first meeting of the year on Wednesday at 7:30 a.m. The various committees are in place (parking, beautification, and marketing) which Ms. Melendez invited citizens to participate on. January 23 the DDA is holding an Open House at the Art and Heritage Building in Windsor to discuss the 2013 budget and work plan.

Ms. Melendez also reported on the MPO and referenced the December 12, 2012 Denver Post article regarding vehicle emissions testing. New boundaries were approved by the MPO Board. There is a new ad campaign for ozone awareness; Fort Collins has approved electric charging stations that will be open in 2013. Ms. Melendez voiced concern regarding the VanGo program and the impacts the Buy America Plan will have on the program. Organizations that purchase vans for a VanGo program must purchase through the Buy America program; only one vendor qualifies which has very high costs associated with it. The MPO is looking for a waiver as they must purchase vans this spring.

- Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
Town Board Member Rose reported the Housing Authority would be meeting Tuesday at 3 p.m. and that the Water & Sewer Board would be meeting February 13, 2013.
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
Town Board Member Bishop-Cotner stated the Historic Preservation Commission met last Wednesday and that they would be joining the DDA for a joint session the upcoming Wednesday. Mr. Bishop-Cotner also noted the appointment to the Clearview Library that was on the consent calendar.
- Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
Town Board Member Adams reported that the Cache La Poudre Trail Board had recently participated on a retreat; it was noted the GOCO grant is on track and ready to move forward. SALT will be participating in a clean-up of the Poudre Trail (Windsor west side) which will take place on March 9 and March 14. The group will also be facilitating a coat drive in the near future. Mr. Adams also reported on a tutoring program that SALT will be in participation with.
- Mayor Vazquez – North Front Range/MPO
MPO report was made by Mayor Pro-Tem Melendez.

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.*

Carol Householder, Windsor resident, commented on several topics:

- She provided a recognition of past Town Board Member Mike Kelly and his impact on the community; and
- Ms. Householder stated concern regarding the number of water trucks at the Kodak site and the potential road damage it is creating and noted the current drought conditions and the fact that water is being used by the oil and gas industry; and
- She brought forward concerns that pursuant to an article in the local newspaper that the Town Board is treating the symptom but not the cause at Boardwalk Park if they adopt regulations that may prohibit others from being able to use the park and beach area.

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, 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

Town Board Member Thompson motioned to approve the Consent Calendar as presented; Town Board Member Rose 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. 2012-1443 – 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

Mayor Pro-Tem Melendez 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 on second reading; Town Board Member Adams seconded the motion.

Town Attorney McCargar stated this was second reading of an ordinance approved on first reading in December. It was noted this was a housekeeping item as the statutes and the Code requires that the compensation for the municipal judge and municipal clerk be set by ordinance.

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 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

Mayor Pro-Tem Melendez motioned to approve 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; Town Board Member Bishop-Cotner seconded the motion.

Town Attorney McCargar stated the ordinance is correct a clerical mistake that was caught as they worked through the list of properties.

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.**

3. Consideration of whether to entertain a request for a Conditional Use Grant for a temporary wedding and reception venue at 675 Southwood Drive – Gary Young, applicant

- Staff presentation: Scott Ballstadt, Chief Planner
Chief Planner Ballstadt brought forward the agenda item that is to be a discussion as to whether the Town Board wants to consider another Conditional Use Grant (CUG) to the property that has a CUG that has expired. The expired CUG was approved by a previous Town Board. Mr. Ballstadt reviewed the packet materials and noted the slab and tent frame that were still in place as part of the expired CUG; the applicant, Gary Young, has been notified by letter that he is in violation of the CUG deadline of having the concrete slab removed by November 15, 2012 and temporary tent structure removed no later than October 15, 2012. The improvements were installed without building permits and in violation of the Town’s minimum offset distance to the property line.

Town Attorney McCargar noted that this would be a new CUG application, not an extension of the previous one.

The Town Board discussed the various options for consideration along with enforcement routes for the expired CUG with Town Manager Arnold stating if the Town Board would be considering a new CUG he would not enforce penalties related to the expired CUG.

Town Manager Arnold reported that conditions were put into place due to events that were scheduled at the facility as requested by adjacent landowners. Mr. Arnold provided a background of the expired CUG noting that the expiration date of November 15 was not acknowledged by the property owner and on December 4, 2012 the property was inspected. A letter of violation was provided on December 5, 2012. The applicant responded by letter that he may be acquiring the property area that includes the entire concrete slab which would make it compliant and not require a CUG.

Chief Planner Ballstadt reported that if the Town Board decided to allow another CUG to be submitted, it would probably not be considered by the Town Board until early summer due to required steps that must be completed through the process.

The Town Board discussed their concerns. Town Board Member Bishop-Cotner stated that he was not interested in considering a second CUG as they are not following the law; the applicant promised they would come into compliance and they didn't – they are doing whatever they want.

Mayor Pro-Tem Melendez offered that she believes the applicant is trying to remedy the situation.

Mayor Vazquez stated that if conditions have changed, such as the impact to the neighborhood, it may warrant another look.

The Town Board decided to consider a second CUG at the property address. Town Manager Arnold requested due diligence on behalf of the applicant and requested that the CUG application be turned in by Monday, January 21, 2013 – the Town Board concurred. Mr. Arnold stated that staff will report back in two weeks on the status of the CUG.

D. COMMUNICATIONS

1. Communications from the Town Attorney
No communications.
2. Communications from Town Staff
 - Director of Parks, Recreation and Culture Chew noted that information regarding the deaccessioning of museum items was included in the Communications of the town board packet. There will be a resolution at the next meeting for consideration and Ms. Chew requested Town Board Members contact her or Art & Heritage Manager Knight with any questions.
 - Economic Development Manager Johnson reported on a meeting which included Senator Michael Bennett.
2. Communications from the Town Manager
Town Manager Arnold reported that Management Assistant Blomberg had resigned as she was taking a position at Northwestern Mutual Life.
4. Communications from Town Board Members
The Town Board wished Lindsey the best on her next endeavor.

E. ADJOURN

Town Board Member Thompson motioned to adjourn; Town Board Member Rose seconded the motion. Roll call on the vote resulted as follows:

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



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Liquor License Special Event Permit – Our Lady of the Valley Church
Item #: B.2.

Background / Discussion:

Our Lady of the Valley Church, located at 1250 7th Street, Windsor, CO, has applied for a Special Event Liquor License for a social event being held on February 1, 2013 from 5:00 p.m. to 10:00 p.m.

The application has been reviewed and is in order. Required posting of the premise and publication of the application has been done in accordance with state liquor law requirements. The respective license fee has been submitted to the Town Clerk's office. The application was turned over to the Windsor Police Department for investigation. The Department's records reflect no adverse information that would affect this license.

A special event permit may not be issued to any organization for more than fifteen days per calendar year - CRS 12-48-105(3). If approved, this will be considered as one special event permit for Our Lady of the Valley Church for calendar year 2013.

Pursuant to the adoption of Resolution No. 2011-31, the final approval of the application is considered by the local licensing authority (Town Board). Information regarding the decision of the local licensing authority will be forwarded to the state liquor enforcement office.

Financial Impact:

None

Relationship to Strategic Plan (optional):

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

Recommendation:

Staff recommends approval of the request.

Attachments:

Application and Premise Diagram
Email from Library District

Bob Wingert 481 1746

Town of Windsor
 Town Clerk
 301 Walnut Street
 Windsor, CO 80550

APPLICATION FOR A SPECIAL EVENTS ALCOHOL PERMIT

Department Use Only

In order to Qualify for a Special Events Permit, you MUST BE NONPROFIT
 AND ONE OF THE FOLLOWING:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society | <input type="checkbox"/> Municipality owning Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

- MALT, VINOUS AND SPIRITUOUS LIQUOR \$100
 FERMENTED MALT BEVERAGE (3.2% BEER) \$100

DO NOT WRITE IN THE SPACE

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT *Hights of Columbus #11575*
Our Lady of the Valley Catholic Church

State Sales Tax Number

2. MAILING ADDRESS (of Organization or Political Candidate)
Our Lady of the Valley Church
1250 7th ST PO Box 1018
Windsor CO 80550

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT
1250 7th ST
Windsor CO 80550

NAME	DATE OF BIRTH	HOME ADDRESS	PHONE NUMBER
4. PRES./SEC OF ORG. OR POLITICAL CANDIDATE <i>Don Lowe</i>		<i>225 50th Ave</i> <i>Greeley 80634</i>	<i>970-330-9603</i>
5. EVENT MANAGER <i>Bob Wingert</i>	<i>5-10-54</i>	<i>411 Norwood Ct</i> <i>Windsor 80550</i>	<i>970 686-2468</i>
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____		

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED YES NO

Date <i>Feb 1 2013</i>	Date	Date	Date	Date
Hours <i>5:00 - 10:00 PM</i>	Hours	Hours	Hours	Hours

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct and complete to the best of my knowledge

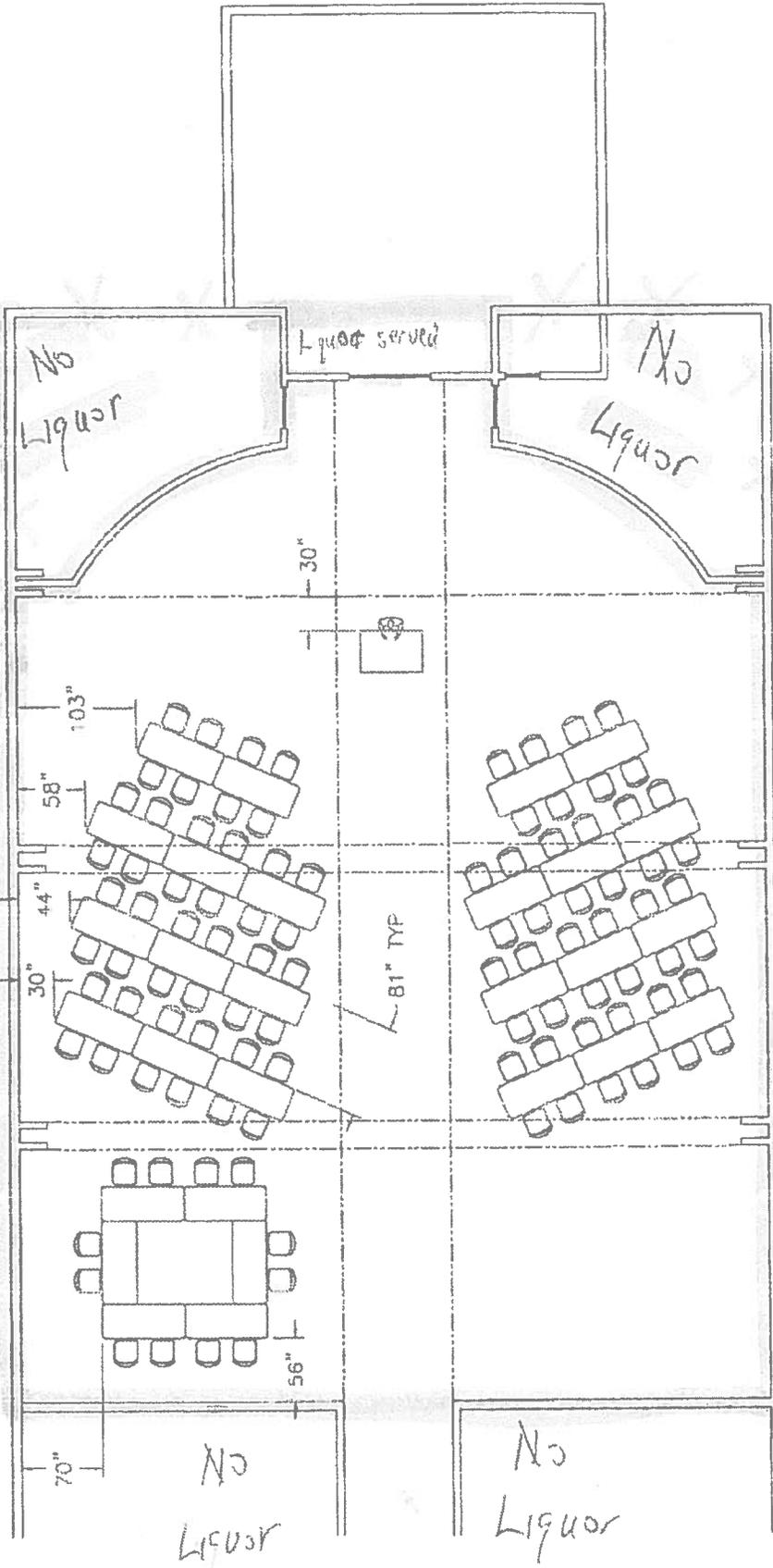
SIGNATURE <i>Bob Wingert</i>	TITLE <i>Church Director</i>	DATE <i>1-8-13</i>
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REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provision of Title 12, Article 48, C.R.S., as amended

SIGNATURE	TITLE	DATE
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HALL-1 A



Ordered by: The Village Center

HALL GENERAL LAYOUT
TABLE SETUP

W. Hatch 10/28/2011

HALL-1

1/8" = 1'-0"



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Cancellation of March 11, 2013 regular meeting
Item #: B.3.

Background / Discussion:

Due to several town board members attending the Congressional City Conference March 10-13, 2013; the March 11, 2013 regular town board meeting will be cancelled. The Kern Board meeting scheduled for March 11 will take place on March 25, 2013.



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Carrie Knight, Art & Heritage Manager
Re: Resolution Deaccessioning Museum Collections
Item #: B.4.

Background / Discussion:

The Town Board will occasionally have the opportunity to review deaccessions from the permanent collection of the Town of Windsor Museum as recommended by the Parks and Recreation Advisory Board (PRAB). 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 Museum Association. 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 critical process in maintaining and ensuring the future health of the museum and its collections. Once de-accessioned, these items will be offered first right of refusal to the original donor.

Financial Impact:

N/A at this time. Minimal cost for auction or delivery of items.

Recommendation:

Move to adopt resolution 2013-05 deaccessioning various items from the Town of Windsor Museum collections.

Attachments:

- b) Deaccession List.
- c) Resolution 2013-05

TOWN OF WINDSOR

RESOLUTION NO. 2013-05

A RESOLUTION OF THE WINDSOR TOWN BOARD APPROVING THE DEACCESSION OF ITEMS TO THE TOWN OF WINDSOR MUSEUM COLLECTION

WHEREAS, the Town of Windsor owns an extensive museum collection, the purpose of which is to preserve and enhance the rich cultural history of the Town, and to educate the public accordingly; and

WHEREAS, the Town's Art & Heritage Manager has prepared the attached listing of items which do not meet the purposes and mission of the Town's Museum collection; and

WHEREAS, in keeping with the Town's Museum Deaccessioning Policy, the Town's Parks, Recreation and Culture Advisory Board has reviewed the attached listing of items, and has recommended that the items described therein be removed from the Town's Museum Collection; and

WHEREAS, the Town Board having considered the attached listing and recommendation of the Parks, Recreation and Culture Advisory Board, finds that deaccessioning of the items described in the attached listing is in the public interest and promotes the essential purposes of the Town's Museum collection.

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

The items described in the attached listing, incorporated herein by this reference as if set forth fully, are hereby removed by the Town of Windsor from the Museum collection.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 28th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



Windsor Museum

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



Deaccession

Object to be Deaccessioned: Farm equipment, Wheel

Accession #: None assigned

Donor/Source: Unknown

Description of object: Metal wheel; about 3' in diameter; has 8 spokes that attach to a rim that is roughly 3 inches thick

Condition of object: Fair- heavily rusted

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

Signatures:

Museum Curator Date

Director of Parks and Recreation Date

Mayor, Town of Windsor Date

Action Taken: _____
Date

Results: _____

Value received: _____
Date

Acc. #: _____



Windsor Museum

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



Deaccession

Object to be Deaccessioned: Farm equipment, Basin

Accession #: None assigned

Donor/Source: Unknown

Description of object: Metal basin; roughly 4' long and 2' wide; has spaces for 4 metal legs, about 1.5" in diameter to extend from bottom of basin- 3 legs remain attached, 4th is unaccounted for, legs are roughly 2' long; basin has a rectangular, shallow end and an oval, deeper end- there is a rectangle cut out of the bottom of the deeper end

Condition of object: Poor, heavily rusted, broken/missing parts

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

Signatures:

Museum Curator Date

Director of Parks and Recreation Date

Mayor, Town of Windsor Date

Action Taken: _____
Date

Results: _____

Value received: _____
Date

Acc. #: _____



Windsor Museum

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



Deaccession

Object to be Deaccessioned: Farm equipment, unidentified

Accession #: None assigned

Donor/Source: Unknown

Description of object: Metal and wood pulley-type mechanism; roughly 3' high, 3' long, and 2' wide; thick wood base topped by metal mechanism with metal coil; two rotating metal wheels to the side- 1 roughly 1.5' in diameter, 1-about 8"

Condition of object: Fair, metal parts are heavily rusted; wood is beginning to deteriorate; parts presumed missing

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
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- Given to institution in which object is more relevant/significant to the institution's mission.
- Public Auction
- Cannot be found in inventory

Signatures:

Museum Curator Date

Director of Parks and Recreation Date

Mayor, Town of Windsor Date

Action Taken: _____
Date

Results: _____

Value received: _____
Date

Acc. #: _____



Windsor Museum

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



Deaccession

Object to be Deaccessioned: Farm equipment, cart

Accession #: None assigned

Donor/Source: Unknown

Description of object: Metal cart frame; roughly 4' long and 2' high; 2 wheels attached with a metal frame; metal frame is several different pieces connected by bolts, etc.

Condition of object: Fair- heavily rusted; parts presumed missing

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
-

Signatures:

Museum Curator Date

Director of Parks and Recreation Date

Mayor, Town of Windsor Date

Action Taken: _____
Date

Results: _____

Value received: _____
Date

Acc. #: _____



Windsor Museum

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



Deaccession

Object to be Deaccessioned: Farm equipment, unidentified

Accession #: None assigned

Donor/Source: Unknown

Description of object: Large metal wheel; roughly 4' in diameter, 3' wide); 10 spokes on each side, connected by a center shaft; outside of the wheel is made up of metal pipes with 3"-4" metal spikes (10/pipe); tool possibly used in tilling/planting fields

Condition of object: Fair- heavily rusted; parts presumed missing

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

Signatures:

Museum Curator

Date

Director of Parks and Recreation

Date

Mayor, Town of Windsor

Date

Action Taken: _____

Date

Results: _____

Value received: _____

Date

Acc. #: _____



Windsor Museum

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



Deaccession

Object to be Deaccessioned: Farm equipment, Press

Accession #: None assigned

Donor/Source: Unknown

Description of object: Large metal press; roughly 4' long, 4' high, and 3' wide; Large metal slab attached to thick metal base; metal arch is attached to the base/slab and supports a hand-crank wheel, several moving parts, and a grooved metal slab that extends the width of the object; additional wheels and shafts are found around the base and exterior edges of the object

Condition of object: Fair- heavily rusted; parts presumed missing

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

Signatures:

Museum Curator Date

Director of Parks and Recreation Date

Mayor, Town of Windsor Date

Action Taken: _____
Date

Results: _____

Value received: _____
Date

Acc. #: _____



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Terry Walker, Director Public Works
Re: Resolution for Electronic Message Boards for State Highways
Item #: B.5

Background / Discussion:

CDOT notified the Town of Windsor late last year requesting a resolution from the town for their approval that authorizes the town to use electronic message boards along state highways. I followed up with Tim Bilobran from CDOT and was told CDOT needs the resolution so they can approve it, giving us permission to use the message boards as long as we comply with the rules and regulations concerning what can be placed on the boards by town staff.

Our current policy is that only town sponsored events are the only events that can be advertised on our electronic message boards and this follows CDOT's policy as well.

Financial Impact:

There is no additional cost once this resolution is passed and approved by CDOT.

	Budget	Proposed	Note
Revenue	\$0	\$	
Expense	\$0	\$	
Net		\$	

Relationship to Strategic Plan:

This pertains to Goal #1 of our Strategic Plan

Recommendation:

Staff recommends the adoption of this resolution.

Attachments:

A map will be available at the Town Board meeting which will identify where the message boards would be located.

TOWN OF WINDSOR

RESOLUTION NO. 2013-06

A RESOLUTION OF THE WINDSOR TOWN BOARD APPROVING THE USE OF OFFICIAL ADVERTISING DEVICES ADJACENT TO STATE HIGHWAYS WITHIN THE TOWN OF WINDSOR, COLORADO

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality, with all powers and authority vested in accordance with Colorado law; and

WHEREAS, the Town is served by two (2) Colorado State Highways, *to wit*: Colorado State Highway 392 and Colorado State Highway 257; and

WHEREAS, the Town periodically needs to provide public information to travelers along these Colorado State Highways, the purpose of which is to discharge the Town’s governmental responsibilities as authorized by law; and

WHEREAS, § 43-1-401, C.R.S., *et. seq.*, provides for the use of “Official Advertising Devices” in the vicinity of Colorado State Highways, subject to the rules and regulations of the Colorado Department of Transportation (“CDOT”); and

WHEREAS, CDOT has established rules and regulations for the use of Official Advertising Devices, which the Town has reviewed and is prepared to follow with respect to any Official Advertising Devices the Town may use in the vicinity of Colorado State Highways 392 and 257; and

WHEREAS, CDOT has reviewed and approved the attached map(s) depicting the specific locations where the Town intends to place Official Advertising Devices, which map(s) is(/are) incorporated herein by this reference as if set forth fully; and

WHEREAS, the Town Board wishes to affirm that the Town’s use of Official Advertising Devices will conform to the requirements of § 43-1-401, C.R.S., *et. seq.*, the applicable CDOT regulations established pursuant to said statutory requirements, and to the locations depicted within the attached map(s).

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

1. Pursuant to § 43-1-401, C.R.S., *et. seq.*, the Town’s use of Official Advertising Devices shall conform to the requirements of State law, applicable CDOT regulations and to the locations depicted within the attached map(s).

2. The Town's Director of Public Works shall supervise the Town's use of Official Advertising Devices in accordance with this Resolution.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 28th day of January, 2013.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Advisory Board Appointments
Item #: B.6.

Background / Discussion:

There were three terms available for the current slate of Tree Board members. Applications were received by all three incumbents; no additional applications were received. Due to overlapping of terms, the expiration of two terms will be September, 2016 and one term at September, 2014. The incumbent that submitted their application last will receive the September, 2014 term. Town Board Member Thompson, liaison for the Tree Board, has recommended appointment of the following members:

- Tree Board
Wendy Ball – 4 year term expiring September, 2016
Bill Monroe – 4 year term expiring, September, 2016
Craig Bonesteel – term expiring September, 2014

The Weld County School District Re-4 has also provided a recommendation to re-appoint Carlene Irion to the Parks, Recreation and Culture Advisory Board for a one year term.

- Parks, Recreation and Culture Advisory Board
Carlene Irion – 1 year term expiring November, 2013

Financial Impact:

None.

Relationship to Strategic Plan:

Goal 1. Build Community Spirit and Pride

Recommendation:

Approve the recommended appointments

Attachments:

Applications: Wendy Ball, Bill Monroe, Craig Bonesteel

Rec'd 11/7/18



Advisory Board/Commission Application

To be considered a candidate for a board or commission, please complete this application and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550, fax to (970) 686-7180 or email to pgarcia@windsorgov.com. Application deadlines vary. Late applications will be kept on file for one year for future vacancies.

Qualifications: All positions require residency within the Town of Windsor and some positions require a particular area of experience or vocation.

Additional information can be found on the Town's website under Boards and Commissions or contact the Town Clerk's office at (970) 674-2400.

Candidates will be invited to an interview with the Town Board and appointments are made by the Town Board as a whole.

Name of Board or Commission: Tree Board

Name: Bill Monroe

Address: 5352 Promontory Circle Windsor 80528

Day Phone: 970 225-0331 Night Phone: Same

E-Mail Address: munro1973@earthlink.net

How long have you been a resident in Windsor? 11 years

Current Occupation: Retired Employer: _____

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)?

Yes - Tree Board

Why do you want to become a member of this particular board or commission? I would like to continue the efforts of the board in stressing the importance of trees in our community.

Briefly explain what you believe are the two most important issues facing this board or commission, and how do you believe this board or commission should address each issue?

- 1) I believe the public is unaware of the importance of watering trees and shrubs considering our continuing draught. There is a need for education on this subject.
- 2) In light of the threat of insect pests to our trees I would like the board to continue it's campaign stressing the importance of diversity of species being planted.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

Colorado State Master Gardener in Larimer County 22 years
Master Gardener Tree Team member 10 years.

Please specify any activities which might create a conflict of interest that would prevent you from official action if you should be appointed to this board or commission:

None

Have you attended a meeting of the board or commission you are applying to or talked to anyone currently on the board? Yes No

Comments:

If not appointed at this time, would you be interested in serving on any other advisory boards or commissions at the Town of Windsor? If so, please list any preferences: No

All applicants are strongly encouraged to attend a regularly scheduled meeting of the board or commission for which they are applying.

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 for assistance.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application or for grounds to apply the penalty provisions of the Code of Ethics.

Signature:

W R Monroe

Date:

Nov 7, 2012



Rec'd 11/25/12

Advisory Board/Commission Application

To be considered a candidate for a board or commission, please complete this application and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550, fax to (970) 686-7180 or email to pgarcia@windsorgov.com. Application deadlines vary. Late applications will be kept on file for one year for future vacancies.

Qualifications: All positions require residency within the Town of Windsor and some positions require a particular area of experience or vocation.

Additional information can be found on the Town's website under Boards and Commissions or contact the Town Clerk's office at (970) 674-2400.

Candidates will be invited to an interview with the Town Board and appointments are made by the Town Board as a whole.

Name of Board or Commission: TREE BOARD

Name: WENDY BALL

Address: 1009 Cottonwood Dr.

Day Phone: 686-9742 - message Night Phone: 686-9742

E-Mail Address: Wendy.ball@colostate.edu

How long have you been a resident in Windsor? 24 years

Current Occupation: Admin Staff Employer: CSU

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)? Currently serving on Tree Board

Why do you want to become a member of this particular board or commission? To continue to speak for the trees, promote responsible tree selection; planting in Windsor and encourage youth education about trees.

Briefly explain what you believe are the two most important issues facing this board or commission, and how do you believe this board or commission should address each issue?

- 1) Maintenance of Windsor's Aging Urban forest - the board needs to continue to support our town Forester to continue his plan for maintenance and pruning of trees (and removal when necessary) and keeping the budget to allow for this work to be done, along with replacing those that are removed.
2) Education for citizens and youth in Windsor - thru the Annual Arbor Day Poster Calendar, appropriate & timely workshops & seminars to help homeowners and interested people learn about trees, maintenance varieties and pertinent topics.

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

- Bachelor of Science Degree in Horticulture from Kansas State University
- Member of Statewide Colorado Tree Coalition, serving on the Board

Please specify any activities which might create a conflict of interest that would prevent you from official action if you should be appointed to this board or commission:

No conflicts of interest

Have you attended a meeting of the board or commission you are applying to or talked to anyone currently on the board? Yes No

Comments: Current member - regularly attending meetings

If not appointed at this time, would you be interested in serving on any other advisory boards or commissions at the Town of Windsor? If so, please list any preferences: None

All applicants are strongly encouraged to attend a regularly scheduled meeting of the board or commission for which they are applying.

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 for assistance.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application or for grounds to apply the penalty provisions of the Code of Ethics.

Signature: Wendy Ball Date: 11/20/12

Thank you for the opportunity to apply for Tree Board again. I have enjoyed my time spent on the board and look forward to continuing to contribute and participate on the Board. I think the continuity is important to have repeating members.



Rec'd 1/23/13

Advisory Board/Commission Application

To be considered a candidate for a board or commission, please complete this application and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550, fax to (970) 686-7180 or email to pgarcia@windsorgov.com. Application deadlines vary. Late applications will be kept on file for one year for future vacancies.

Qualifications: All positions require residency within the Town of Windsor and some positions require a particular area of experience or vocation.

Additional information can be found on the Town's website under Boards and Commissions or contact the Town Clerk's office at (970) 674-2400.

Candidates will be invited to an interview with the Town Board and appointments are made by the Town Board as a whole.

Name of Board or Commission: TREE

Name: CRAIG G. BONESTEEL

Address: 426 LOCUST ST. WINDSOR, CO 80550

Day Phone: 303 522-3564 Night Phone: SAME

E-Mail Address: SPACETRAVELER711@GMAIL.COM

How long have you been a resident in Windsor? 6 YEARS

Current Occupation: RETIRED Employer: SELF

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)?
YES TREE BOARD

Why do you want to become a member of this particular board or commission? I ENJOY WORKING WITH THESE FINE PEOPLE

Briefly explain what you believe are the two most important issues facing this board or commission, and how do you believe this board or commission should address each issue?

1) MAINTAINING THE BEAUTIFUL TREES IN WINDSOR

2) PROMOTING THE PROPER CARE OF OUR BEAUTIFUL TREES

List any abilities, skills, licenses, certificates, specialized training, or interests you have which are applicable to this board or commission:

EXPERIENCED BOARD MEMBER INCLUDING CHAIRMAN

Please specify any activities which might create a conflict of interest that would prevent you from official action, if you should be appointed to this board or commission:

NONE

Have you attended a meeting of the board or commission you are applying to or talked to anyone currently on the board? Yes No

Comments: _____

If not appointed at this time, would you be interested in serving on any other advisory boards or commissions at the Town of Windsor? If so, please list any preferences: NO

All applicants are strongly encouraged to attend a regularly scheduled meeting of the board or commission for which they are applying.

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 for assistance.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application or for grounds to apply the penalty provisions of the Code of Ethics.

Signature: Craig S. Bonetel

Date: 1/23/13



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Short Form Grant Application – Windsor Community Choir
Item #: C.1.

Background / Discussion:

Grover Kelly, representing the Windsor Community Choir, has submitted the attached short form grant application and letter of request. The short form application requires the applicant to complete and turn in the application, submit a cover letter providing a brief overview of the organization, identify the goals and objectives, and justify the request explaining the financial need.

The request is for \$1,000 to aid in the purchase of music and supplies. The Town Board has a budget of \$61,449 for outside agency funding in 2013; this is the first request of the year.

Relationship to Strategic Plan:

Goal 1.b. Encourage successful community-supported events.

Recommendation:

For Town Board consideration.

Attachments:

Short form grant application requirements
Short form application and cover letter

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: Windsor Community Choir
MAILING ADDRESS: 1247 Teakwood Ct. Windsor, CO
PHYSICAL ADDRESS: 80550
ORGANIZATION DIRECTOR/PRESIDENT: Ramona Baker
GRANT CONTACT: Crover Kelly or Heather Reed
DAYTIME PHONE: 460-0226 CELL PHONE: 970-691-1557
FAX: N/A EMAIL: windsorcommunitychorale@gmail.com
WEBSITE ADDRESS: N/A
FEDERAL IDENTIFICATION NUMBER: NONE
IS THE ORGANIZATION TAX EXEMPT UNDER THE PROVISIONS OF SECTION 501(c)(3) OF THE INTERNAL REVENUE CODE? NO

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: \$1000.00 FISCAL YEAR END: 12-31-13

BRIEF DESCRIPTION OF REQUEST:

Funds to aid us in purchasing music + supplies for our choral as well as paying expenses.

2012 Actual Revenues: \$ NONE
2013 Budgeted Revenues: \$

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

Signature, Director/President

Date 1-22-2013

Patti Garcia

From: WG KELLY <windsorgwk@comcast.net>
Sent: Thursday, January 24, 2013 12:33 PM
To: Patti Garcia
Subject: Request For Funds

TO: Windsor City Council
FROM: Windsor Community Choir
SUBJECT: Request For Funds

The Windsor Community Choir was organized six years ago by people who wanted to sing as a group. The first year we met at the Community Rec Center. Because of financial constraints, it moved to the Methodist Church. When the attendance at the concerts became larger than the Methodist Church could handle, it moved to the Faith United Church of Christ.

Your Community Choir performs at area Retirement Homes, Care Facilities as well as participating in the Community Thanksgiving and Christmas programs. We have two concerts a year; one at Christmas and the other in May. There is never a charge for these programs.

The Choir is composed of members of all ages ranging from Fourteen to Senior Citizens. We are a non-profit organization. In the past we have been able to borrow music but that source is no longer available. Presently we each pay thirty dollars to buy music and other necessities. This has been a hardship on some who were forced to withdraw from the choir.

As a non-profit community organization, we have no source of income other than ourselves. We are requesting One Thousand Dollars to defray the cost of buying music and related expenses. This will enable us to begin a music library for future members and to allow those with financial hardships to be a member.

Our Goals are to (1) provide the Community with music as part of the City's cultural experiences.
(2) provide a place for people to gather and sing with others.



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Brett Walker, Associate Planner
Subject: Site Plan Presentation – Eagle Crossing 1st Filing Site Plan – Army Reserve Center
Location: South side of Aladar Drive, east of Fairgrounds Ave and west of Highland Meadows Pkwy
Item #s: C.2

Background:

The US Army has proposed to construct an Army Reserve Center in the Limited Industrial (I-L) zoning district. The lot is 18.40± acres. This site is located within the I-25 Corridor Planning Area. Improvements include a 30,619 sq. ft. Army Reserve Center (ARC), a 7,021 sq. ft. Organizational Maintenance Shop (OMS), a 130-space parking lot, a fenced military equipment lot, and a wash rack. The Army will be seeking LEED certification. Documents submitted to the Town include references to Fort Collins, Loveland, and Windsor. The Army has verbally stated that there will be no references to Windsor, Fort Collins, or Loveland at the facility. The attached color building renderings and sign detail also indicate that there will be no references to Windsor, Fort Collins, or Loveland at the facility.

The US Army has stated that they anticipate 10 people on-site on normal weekdays and up to 162 reservists on-site during drill weekends. I have attached the site plan, building elevations, sign rendering, and color building renderings. Additionally, I have attached the Army's responses to the Town's comments and questions from the initial submittal.

The current presentation is intended for the Town Board's information. Should the Town Board have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be conveyed to the Army and their consultants. The site plan is not going through the Town's standard site plan process, as the Army has indicated that they are exempt from many local regulations. Therefore, comments from the Town may or may not be addressed, as can be seen from the enclosed letter responding to previous Town comments.

This project was presented to the Windsor Planning Commission on January 16, 2013. The Planning Commission had no questions or comments on the project.

Relationship with the Strategic Plan: The application is consistent with the following goals and policies of the Strategic Plan:

Goals:

1. Diversify, grow, and strengthen the local retail and industrial economy. *This project has the potential to attract additional development in the vicinity.*

Notification: No notifications as this item is for presentation purposes

Recommendation: No recommendation as this item is for presentation purposes.

Enclosures: Applicant's responses to Town's site plan comments, site plan, building elevations, sign rendering, color building renderings.

pc: Joseph P. Plummer, AICP, Director of Planning
Matt Billingslea, P.E., Professional Engineering Consultants, P.A. – Applicants consultant
Jaime Bengé, P.E., US Army Corps of Engineers, Louisville District
Betty Beck, Project Manager, US Army Corps of Engineers, Louisville District

TOWN OF WINDSOR PLANNING DEPARTMENT
301 Walnut Street, Windsor, CO 80550
Phone: 970-674-2415; Fax: 970-674-2456

For office use only:
Project ID No.

LAND USE APPLICATION FORM

Land use applications shall include all items listed in the application submittal checklist and the Town of Windsor Municipal Code. The Town of Windsor Planning Department reserves the right to refuse to accept incomplete submittals. Please see the Town's Municipal Code (Code) for submittal requirements.

APPLICATION TYPE:

- ANNEXATION
- MASTER PLAN
- REZONING
- MINOR SUBDIVISION
- LOT LINE ADJUSTMENT
- MAJOR SUBDIVISION
- SITE PLAN
- ADMINISTRATIVE SITE PLAN
- SITE PLAN - Qualified Commercial or Industrial (Fast Track)

STATUS:

(for MAJOR SUBDIVISIONS and SITE PLANS only)

- Preliminary
- Final

PROJECT NAME*: Windsor / Ft. Collins ARC

LEGAL DESCRIPTION*: N 1/2 SW 1/4, Sec. 35, Twp. 6N, Range 68W

PROPERTY ADDRESS (if available): TBD of 6th PM

PROPERTY OWNER (APPLICANT):	
Owner's Name(s)*:	<u>United States of America</u>
Company:	<u>U.S. Army Corps of Engineers</u>
Address*:	<u>NWO-RE-M 1616 Capitol Ave Omaha NE 68102-9000</u>
Primary Phone #:	<u>402-995-2850</u>
Secondary Phone #:	<u>402-995-2840</u>
Fax #:	<u>402-995-2826</u>
E-Mail*:	<u>lewis.g.nabity@us.Army.mil</u>

OWNER'S AUTHORIZED REPRESENTATIVE:	
Representative's Name:	<u>MATT BILLINGSLEA</u>
Company:	<u>PEC, PA</u>
Address:	<u>303 South Topoka, Wichita, KS 67202</u>
Primary Phone #:	<u>316-262-2691</u>
Secondary Phone #:	<u>316-206-1393</u>
Fax #:	
E-Mail:	<u>Matt.billingslea@PEC1.com</u>

All correspondence will only be sent to the owner's authorized representative. It is the sole responsibility of the representative to distribute correspondence to the owner and other applicable parties, i.e. engineers, architects, surveyors, attorneys, consultants, etc.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Low G. Larson Real Estate Contracting Offices 7/26/12
Signature: Owner or Owner's Authorized Representative** Date

**Proof of owner's authorization is required with submittal if signed by Owner's Authorized Representative.

Low G. Larson
Print Name(s)

*Required fields

December 21, 2012

Town of Windsor
301 Walnut St.
Windsor, CO 80550

Attention: Scott Ballstadt, Chief Planner

Reference: US Army Reserve Center – Ft. Collins CO
PEC Project No. 35-11726-7160

Dear Mr. Ballstadt:

Below you will find our responses to the City review comments for the project referenced above. The comments are listed and our responses are in **bold**.

Landscape Plan Review Response

Sheet L-101:

Screen Parking Lot from Street View.

Parking Lot Screening provided with juniper shrub plantings.

Parking Lot interior landscape needs to meet town standards.

Interior parking lot islands will not be provided with the project so that the overall footprint of the parking lot can be reduced to minimize the extents of grading and steep slopes and to provide easier access for snow removal.

Add towns planting notes.

The town planting notes have been added on sheet C-501

Permanent Automatic Irrigation is required for all plant material.

The project is pursuing LEED certification credits for water reduction and in order to achieve that will not utilize potable water for irrigation. All of the plant material selected is native or adapted to the climate and will receive temporary irrigation for during the first year for establishment.

Include land use table (see town landscape standards).

Land Use table has been added.

Sheet L-502:

No more than 15% of any tree species for diversity

Tree species/quantities have been revised to comply with the requirement.

Scott Ballstadt
Chief Planner
December 21, 2012
Page 2

At least 15% of lot to be landscaped with 1 tree and 5 shrubs for every 750 sq. ft. of landscaped area.
Based on the landscaped area of 71,530 sq. ft., 96 trees and 480 shrubs are required.

Trees = 101 provided, Shrubs = 183 provided

Due to the USACE security provisions, plant material is not allowed within 33 feet of the building, therefore it is not possible to include foundation plantings that would typically be included on a commercial building project. Therefore, shrubs have been provided at specific locations for visual interest and screening of the parking lot, but not in the quantity required.

Planting details to be consistent with towns standards

Planting details have been updated to be consistent with the town standards.

Planning Department -Questions and Comments

Please submit completed Town of Windsor's Site Plan application forms and application fees.

The Site Plan Application has been submitted as requested. The Federal Government is exempt from the review fees. This has been coordinated/approved with Scott Ballstadt on August 6th.

Please submit color building elevations for presentation to Town of Windsor Planning Commission and Town Board.

Exterior elevations of both buildings were submitted at time of interim building package on July 19, 2012. Elevations contained notation identifying proposed exterior finishes. At this time, fully rendered colored building elevation drawings for both buildings will not be provided. However, please see attached color perspective renderings portraying intended finishes/color scheme.

Please be advised that the site plan needs to be presented to the Planning Commission and Town Board. Please contact staff to establish appropriate meeting dates.

The Reserve Center Site has been provided to the Town of Windsor for a courtesy review by the Town. A formal site planning process does not apply to the federal installation. This issue was previously discussed and resolved between Corps personnel and Town staff.

What is the anticipated number of people on-site at any one given time?

Anticipated number of people on site during week-day will be 10 people. Largest drill weekend will potentially have 162 reservists on site utilizing the facility.

On-street parking is not permitted on Aladar Drive (Urban Street Cross-Sections – Major Collector). Do your parking lot calculations take that into account?

Parking has been provided as required per Federal Reserve Center standards. (80% of the max drill weekend.)

Scott Ballstadt
Chief Planner
December 21, 2012
Page 3

The Town of Windsor has Landscaping Guidelines and Requirements for parking lots (Municipal Code Section 16-10-30). Tree and Landscape Standards are detailed in the following link:
<http://www.windsorgov.com/DocumentCenter/Home/View/1061>.

Town Landscape Guidelines will be reviewed and accommodated when not in conflict with Federal Reserve design standards and operations.

Concrete wheel stops can be problematic for snow removal. You may want to consider a continuous curb. Please see attached example from Colorado Army National Guard Site Plan.

Wheelstops have been provided as required by Federal Design standards and as requested by the Army Reserve Center.

The cover sheet and other documents submitted refer to the ARC as being located in Fort Collins. The site is located within the corporate limits of Windsor and will be assigned a Windsor, CO 80550 address.

Cover Sheet Title is as directed by the Federal Government based on installation's program identification. The Town of Windsor will be added to the Cover sheet as requested.

Lighting Standards (Municipal Code Section 16.10.100). The Lighting Standards section regulates the placement and limits the dispersion of lighting. Pole-mounted and building-mounted light fixture details should be included in the site plan drawings.

Lighting has been designed as required by Federal Government Design Standards for Reserve Center installations.

Project should be labeled "Eagle Crossing Subdivision First Filing Site Plan (Army Reserve Center, Windsor, CO)." See forthcoming Minor Subdivision Title.

Title is as directed by the Federal Government based on installation's program identification.

Please add required Certification Blocks: <http://co-windsor2.civicplus.com/DocumentCenter/Home/View/976>. Please use Blocks for Qualified Commercial and Industrial Site Plan. We have attached a copy of the completed Air National Guard Site Plan for examples of Certification Block requirements.

Plan sheet components are provided for as required by the Federal Government for Army Reserve Center Installations.

The fence detail on Sheet CS501 does not indicate a fence height. Town of Windsor fence regulations are detailed in the following link: <http://windsorgov.com/DocumentCenter/Home/View/429>

See revised Fence Detail for height information. Fence detail is in accordance with Department of Defense requirements.

Please add a Site Plan sheet that shows the entire parcel boundary. Sheet CS101 does not include northeasterly and southerly property lines.

Site Plan has been adjusted to show Entire Parcel Boundary.

Scott Ballstadt
Chief Planner
December 21, 2012
Page 4

Town of Windsor required sidewalk width adjacent to parking lots is a 6 ft. minimum. Please verify walkway widths.

Minimum sidewalk widths provided are 6'. Widths labeled as requested on Geometry Plan.

This project is located within the I-25 Corridor Plan area. Please refer to the plan regarding Design Standards, pages 33-42, with particular attention to the sections on Parking Lots (pg. 35), Building Design/Character (pg. 38), and Service Areas, Outdoor Storage, and Mechanical Equipment (pg. 39).

Project design team had originally reviewed the I-25 Corridor Plan design criteria during initial phase of project. While best efforts have been given to take this noted design guide into consideration, the current design will adhere to criteria as outlined by the US Army Corps of Engineers. Great efforts have been taken to provide a high quality designed facility that contextually fits in well in Windsor, CO. Since this is a federal US Army Reserve Center, the facility must be designed to fit their standards and criteria.

Some facades of the ARC building, particularly the South Elevation, have large areas of uninterrupted blank walls. Please see attached example from Colorado Army National Guard Site Plan.

Building elevations currently proposed have been developed thru coordination with the US Army Corps of Engineers with respect to AT/FP (Blast Resistance), LEED, and other requirements as mandated by the user and have been found acceptable. South façade in particular will remain as-is based off interior program requirements, and also due to it not directly facing a public street (it is the back of the building).

Please provide more details regarding wash rack structure materials. North and south elevations may be beneficial for our review.

Wash Rack Bay will consist of a pre-engineered metal building frame with metal roof panels and metal siding panels on the north/south facades. All paneling will have same color/finish as that of the ARC and OMS building roofs/fascia (medium bronze). Elevations at this time are not available. This Wash Rack Bay is also located on the south side of the OMS building, which is far from and out of the direct view from the public street.

Please provide a Land Use Table that breaks down the area (square footage or acreage) of each improvement. Please see attached example from Colorado Army National Guard Site Plan.

Information provided in plans is in accordance with Federal Government standards for construction of a Federal Reserve Center.

Fire Department -Questions and Comments

The requirements of the Fire Code, Building Code (with regards to fire and life safety issues), and NFPA standards currently adopted at the time of building construction will have to be met. 2006 International Fire Code.

Noted.

Fire Sprinkler, fire alarm and hood suppression contractor must submit for their permits separately from the building permit with Windsor Severance Fire Rescue.

Noted.

A Knox Box will be required at any gates to allow for fire department access at all times in case of an emergency.

Knox Boxes have been provided as requested.

Hydrant placement shall meet the following criteria with distances measured by vehicular travel path:
Commercial 150' from any structure with 300' spacing

Fire Hydrant placement has been reviewed and approved by Fire Marshall Sandra Friedrichsen.

A hydrant must be located no more than 150 feet from FDC.

All FDC's will comply with distance requirement.

Turning radius shall meet the B40 turning template.

Truck movements have been modeled for military equipment, a WB-62, a WB-40, and a Fire truck using Auto Turn software. These movements have been included in the Design Analysis accompanying the revised plans.

All access roads must have at least 12 inches of all-weather road base that can be maintained year around.

Access roads have been provided as required.

The maximum distance from an approved fire lane to any point of the structure is 150-feet.

The Site has been designed in accordance with Federal Government standards with regard to operation and Department of Defense requirement for Antiterrorism Force Protection. The Site has been reviewed and approved by Fire Marshall Sandra Friedrichsen.

Fire lanes need to be a minimum of 20 feet wide and drive aisles need to be a minimum of 24 feet wide.

All onsite fire lanes/drive aisles are a minimum of 24' in width.

Inspections shall be scheduled at least 48 hours in advance by calling the Windsor-Severance Fire Rescue at 970.686.2626

Noted.

Town of Windsor Engineering Comments

General Comments:

Per the Charrette Review Meeting in Denver, *“The new ARC shall be located in Windsor, CO. Project correspondence title shall be Ft. Collins (Windsor) ARC. The narrative and drawings need to state ARC in Windsor, CO.”*

Cover Sheet Title is as directed by the Federal Government based on installation’s program identification.

The Town of Windsor will be added to the Plan Cover sheet as requested.

Drive over curb is specified on the civil plans at both access points to Aladar Dr... Using drive over curb for the access points will result in a pronounced bump for all traffic entering and leaving the site. Please change access points to use a drive cut with a 4’ concrete cross pan. Use a ramp layout similar to the corner ramp layout on the north side of the intersection. This will result in a ramp alignment that will also serve pedestrians crossing Aladar.

Entry drive has been coordinated and adjusted with the Town as requested.

The detention ponds do not incorporate spillways. Please see comments on drawings and see Town of Windsor Drainage Criteria.

Spillways have been provided in accordance with the Town’s design criteria. Please refer to Design Analysis and revise plans.

Since driveway access points are closer than 550’, please submit to the Town a variance request. This was requested at the Charrette Review Meeting in Denver.

A Driveway Variance request has been submitted to the Town for consideration.

Design Analysis Report Comments:

The demolition and removals section discusses removal of asphalt in Aladar Dr. and also sidewalk. Please reference Town of Windsor “Design Criteria and Construction Specifications – Division I Streets” for patching requirements. Specifically see and reference section 02595 – Utility Cuts, Backfill, and Pavement Patching. Please have contractor contact Town of Windsor Engineering Department for coordination of work in the public ROW (970) 674-2400.

A note has been added to the plans addressing these items as requested.

Sidewalks called out as 6’ wide 4” thick -OK for onsite walk, but use Town details and standards for any walk constructed in ROW.

Plans have been revised and noted as requested.

Max grade called out 3:1, but Windsor recommends & typically uses 4:1

4:1 slopes have been provided where grades allow. 3:1 side slopes have been used near the northeast corner of the site for the proposed swale, in accordance with Federal Design standards. All other proposed slopes are 4:1 max.

Infiltration basins are called out – will soil be amended? The clay will not allow much infiltration without replacement or other mitigation.

Bioretention basin details and soil amendment requirements are provided in the drainage details. Infiltration rates and basin design calcs have been provided in the revised design analysis.

Clarification on Windsor storm water requirements – Our requirements are that the 100 year developed discharge not exceed the pre-developed 10 year discharge. Specifically the Town Master Drainage Plan specifies limiting 100 year discharge to the pre-developed 10 year peak discharge. As a rule of thumb, discharge is to be limited to 0.24 cfs per acre when sizing the outlet structure. The 10 year historic discharge identified in the Drainage Master Plan is 0.23 cfs per acre for the River Ridge Basin R08 where the site is located. Therefore if the site is 11.16 acres, the 100 year release from the site should be limited to 2.6 cfs; however the design analysis report indicates a discharge of 17.0 cfs. Is the intent for detention to be further accomplished in the regional detention pond downstream of the Reserve Center? Please explain.

The proposed ARC site hydrology/stormwater design has been coordinated with the Doug Roth (Town of Windsor), and Patrick McMeekin (Water Valley land Company). Doug Roth indicated that releasing at current undeveloped conditions or better for each of the design storms was acceptable if approved by the downstream Regional Detention Pond Land Owner. Patrick McMeekin (Regional Pond land owner) approved our proposal for discharging at current undeveloped release rates. The proposed ARC facility's pond design meets and improves the current undeveloped release rate. Please refer to the revised design analysis for Hydrological design calculations.

Control outfall pipes are identified for use, but no information regarding the outlet structure or orifice sizing is included in the analysis. How were pipes sized and how is discharge rate from ponds known without calculations?

Please refer to revised Design Analysis for hydraulic calculations.

Embankment protection during overtopping conditions such as a plugged outfall or events in excess of the design assumptions are not addressed. Spillway design should be part of the design analysis.

Please refer to revised Plans and Design Analysis for hydraulic calculations.

In general the design analysis seems to be lacking in items typically included in a final drainage report such as inlets, outlet structures, riprap design, and swale/ditch design.

Please refer to revised Plans and Design Analysis for hydraulic calculations.

Scott Ballstadt
Chief Planner
December 21, 2012
Page 8

Ductile iron pipe and fittings are said to be protected with cathodic protection. Soils in this area are corrosive. Does Fort Collins-Loveland Water District require cast iron to be wrapped in plastic or to have cathodic protection? Please verify their specifications, but typical practice is to wrap all cast iron in plastic during installation.

Design of water and sanitary sewer systems have been reviewed and approved by FCLWD and SFCSO. Project Specifications include and reference district specifications for utility construction.

If you have any questions or need any additional information, please feel free to contact me at (316) 262-2691.

Very truly yours,

PROFESSIONAL ENGINEERING CONSULTANTS, P.A.



Matt E. Billingslea, P.E.
Project Engineer

MEB/mc



Eagle Crossing First Filing Site Plan

Army Reserve Center
Aladar Drive

Brett Walker
January 28, 2013

Town Board
Item C.2



Qualified Commercial and Industrial Site Plan

Article IX of Chapter 17 of the Municipal Code outlines the purposes of the Qualified Commercial and Industrial Site Plan process, including:

Sec. 17-9-10. Intent and Purpose.

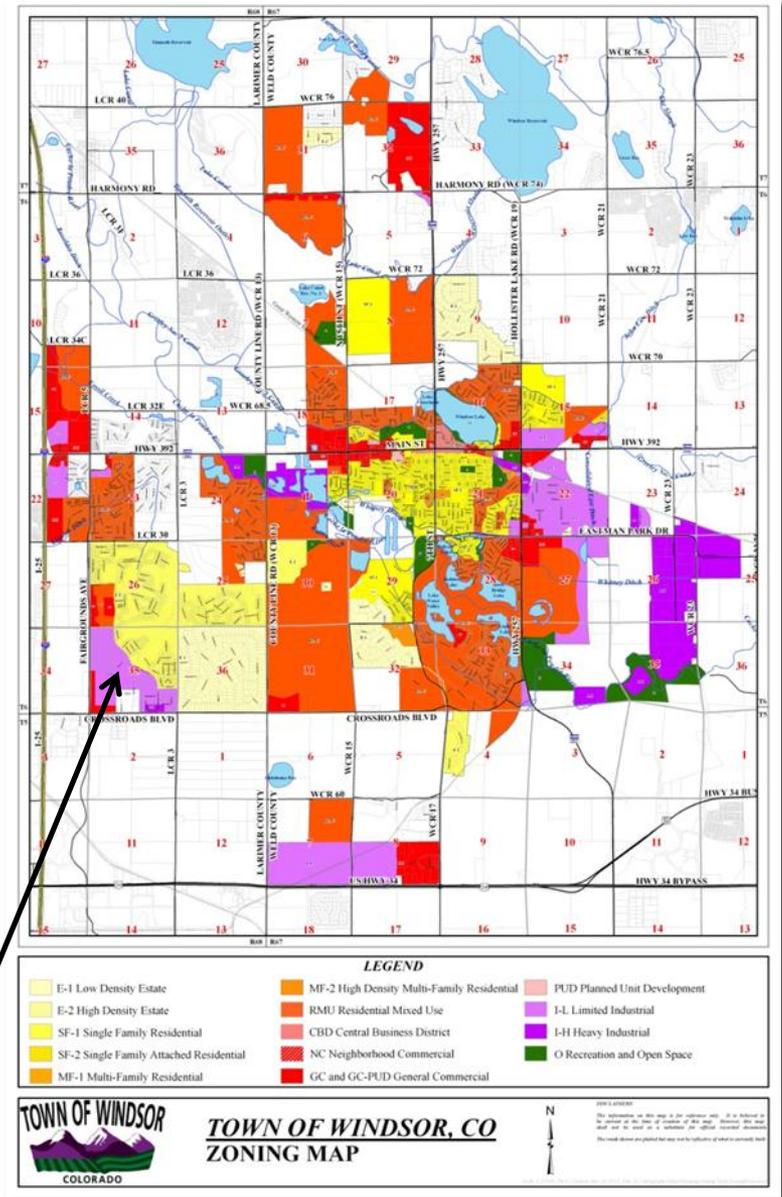
“Commercial and industrial site plans proposed to be developed on lots that have either previously been subdivided or are presently being subdivided as part of a minor subdivision shall qualify for administrative site plan review in accordance with the requirements of this Section.”

Vicinity Map/ Zoning



Larimer County Fairgrounds and Events Complex

Project Location





US Army Reserve Center



US Army Corps
of Engineers
Louisville District

12/21/2012

NOT FOR CONSTRUCTION

US ARMY RESERVE CENTER - FORT COLLINS, COLORADO

P2 334980

WINDSOR, COLORADO

DESIGN-BUILDER/GC



GREENLEAF CONSTRUCTION
3002 Gilman Rd
Knapex City, MD 24109
P: 916-333-3446

ARCHITECT



7780 West 119th Street
Overland Park, KS 66213
t: 913-742-8000
f: 913-742-8570

STRUCTURAL ENGINEER



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
303 SOUTH TOPEKA AVENUE
WICHITA, KS 67202
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F: 916-262-3003

MEP ENGINEER



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WICHITA, KS 67202
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CIVIL ENGINEER



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
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WICHITA, KS 67202
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LANDSCAPE



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
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F: 916-262-3003

FIRE PROTECTION



5225 Indian Creek Pkwy, Suite 300
Overland Park, KS 66213
P: 913-723-3473

FINAL CIVIL PACKAGE

DESIGN -BUILD PROJECT

CONTRACT NUMBER: W913QR-12-C-0028

PROJECT NUMBER: P2 334980



COLORADO



PROJECT LOCATION MAP

Front Elevation Perspective



LOVELAND ARMY RESERVE CENTER

1/24/2012

■ PERSPECTIVE

Entry Perspective



LOVELAND ARMY RESERVE CENTER

1/24/2012



FRONT
APPROACH
A304

OMS Perspective



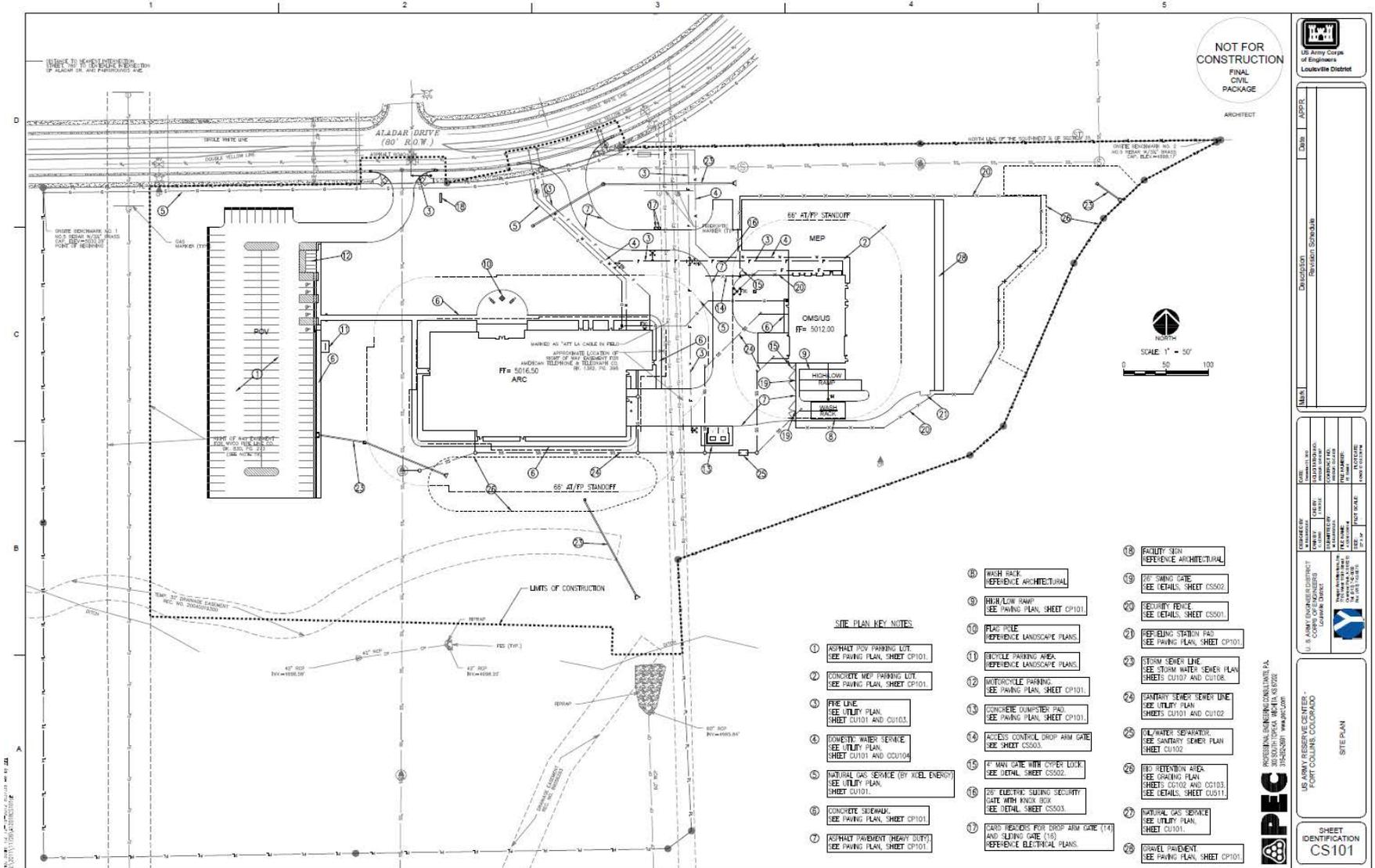
LOVELAND ARMY RESERVE CENTER

1/24/2012



OMS
PERSPECTIVE
A305

Site Plan



SITE PLAN KEY NOTES

- 1 ASPHALT PAV. PARKING LOT
SEE PAVING PLAN, SHEET CP101
- 2 CONCRETE MEP PARKING LOT
SEE PAVING PLAN, SHEET CP101
- 3 FIRE LINE
SEE UTILITY PLAN, SHEET CU101 AND CU102
- 4 DOMESTIC WATER SERVICE
SEE UTILITY PLAN, SHEET CU101 AND CU102
- 5 NATURAL GAS SERVICE (BY WEL ENERGY)
SEE UTILITY PLAN, SHEET CU101
- 6 CONCRETE SEWERAGE
SEE PAVING PLAN, SHEET CP101
- 7 ASPHALT PAVEMENT (HEAVY DUTY)
SEE PAVING PLAN, SHEET CP101
- 8 FACILITY SIGN
REFERENCE ARCHITECTURAL
- 9 PE SWING GATE
SEE DETAILS, SHEET CS502
- 10 BIKE/FLOW RAMP
SEE PAVING PLAN, SHEET CP101
- 11 BIKE/PED PARKING AREA
REFERENCE LANDSCAPE PLANS
- 12 MOTORCYCLE PARKING
SEE PAVING PLAN, SHEET CP101
- 13 CONCRETE DUMPSTER PAD
SEE PAVING PLAN, SHEET CP101
- 14 ACCESS CONTROL DROP ARM GATE
SEE SHEET CS503
- 15 8' W/ MAN GATE WITH COPPER LOCK
SEE DETAIL, SHEET CS502
- 16 DR/ ELEC/ SELLING SECURITY GATE WITH KNOX BOX
SEE DETAIL, SHEET CS503
- 17 CARD READERS FOR DROP ARM GATE (14) AND SLIDING GATE (16)
REFERENCE ELECTRICAL PLANS
- 18 WASH RACK
REFERENCE ARCHITECTURAL
- 19 PE SWING GATE
SEE DETAILS, SHEET CS502
- 20 SECURITY FENCE
SEE DETAILS, SHEET CS501
- 21 PE/ELING STATION PAD
SEE PAVING PLAN, SHEET CP101
- 22 STORM SEWER LINE
SEE STORM WATER SEWER PLAN, SHEETS CU107 AND CU108
- 23 SANITARY SEWER SEWER LINE
SEE UTILITY PLAN, SHEETS CU101 AND CU102
- 24 24" DIAMETER SEWERAGE
SEE SANITARY SEWER PLAN, SHEET CU102
- 25 60' RETENTION AREA
SEE DRAINING PLAN, SHEETS CU102 AND CU103
- 26 NATURAL GAS SERVICE
SEE UTILITY PLAN, SHEET CU101
- 27 GRAVEL PAVEMENT
SEE PAVING PLAN, SHEET CP101

NOT FOR CONSTRUCTION
FINAL CIVIL PACKAGE
ARCHITECT



DATE	DESCRIPTION

DATE	DESCRIPTION

U.S. ARMY ENGINEER DISTRICT
CORPORATE CENTER
3902 DOWNS DRIVE
FORT COLLINS, COLORADO 80525
303.620.2001 www.usace.army.mil

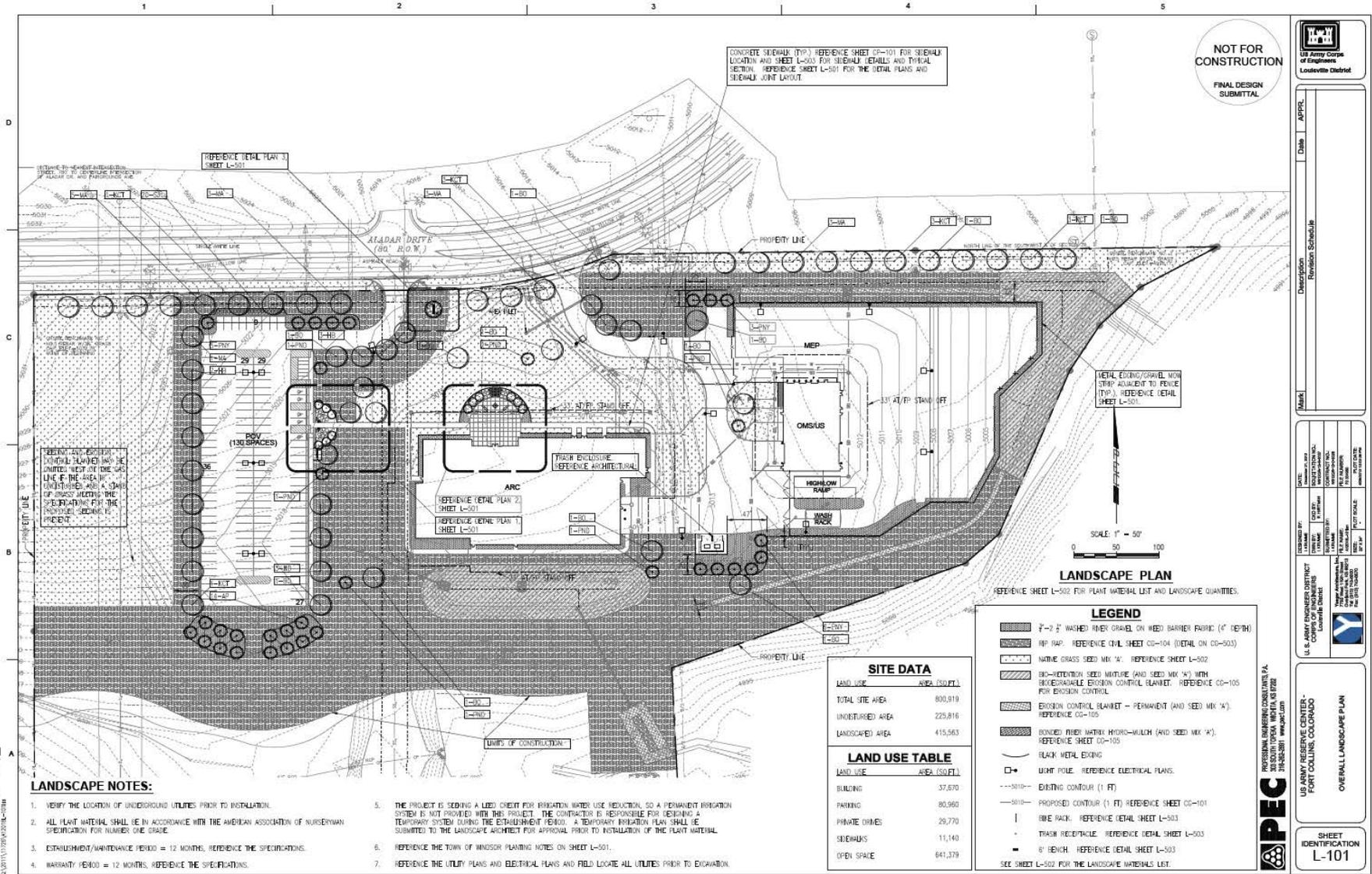


PROFESSIONAL ENGINEERING CONSULTANTS, P.A.
300 SOUTH DURHAM AVENUE, SUITE 100
FORT COLLINS, COLORADO 80526
970.226.1100 www.pecinc.com

U.S. ARMY ENGINEER DISTRICT
CORPORATE CENTER
3902 DOWNS DRIVE
FORT COLLINS, COLORADO 80525
303.620.2001 www.usace.army.mil

SHEET IDENTIFICATION
CS101

Landscape Plan



NOT FOR CONSTRUCTION
FINAL DESIGN SUBMITTAL



Date	APP
Description	Revision Schedule

DESIGNED BY: [Signature]	DATE: [Date]
CHECKED BY: [Signature]	DATE: [Date]
PROJECT NO. [Number]	PROJECT NAME [Name]
CLIENT: [Name]	LOCATION: [Address]

U.S. ARMY ENGINEER DISTRICT
CORPUS ENGINEERING CENTER
LOUISVILLE DISTRICT

U.S. ARMY RESERVE CENTER -
FORT COLLINS, COLORADO

PROFESSIONAL ENGINEER CONSULTANTS P.A.
3100 S. WATSON ST.
DENVER, CO 80202

PEC

OVERALL LANDSCAPE PLAN

SHEET IDENTIFICATION
L-101

- LANDSCAPE NOTES:**
- VERIFY THE LOCATION OF UNDERGROUND UTILITIES PRIOR TO INSTALLATION.
 - ALL PLANT MATERIAL SHALL BE IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF NURSERYMAN SPECIFICATION FOR NUMBER ONE GRADE.
 - ESTABLISHMENT/MAINTENANCE PERIOD = 12 MONTHS, REFERENCE THE SPECIFICATIONS.
 - WARRANTY PERIOD = 12 MONTHS, REFERENCE THE SPECIFICATIONS.
 - THE PROJECT IS BEING A LEED CREDIT FOR REDUCING WATER USE, REDUCTION TO A PERMANENT IRRIGATION SYSTEM IS NOT PROVIDED WITH THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR DESIGNING A TEMPORARY SYSTEM DURING THE ESTABLISHMENT PERIOD. A TEMPORARY IRRIGATION PLAN SHALL BE SUBMITTED TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION OF THE PLANT MATERIAL.
 - REFERENCE THE TOWN OF WINDSOR PLANNING NOTES ON SHEET L-501.
 - REFERENCE THE UTILITY PLANS AND ELECTRICAL PLANS AND FIELD LOCATE ALL UTILITIES PRIOR TO EXCAVATION.

SITE DATA

LAND USE	AREA (SQ.FT.)
TOTAL SITE AREA	800,819
UNDEVELOPED AREA	229,816
LANDSCAPED AREA	415,563

LAND USE TABLE

LAND USE	AREA (SQ.FT.)
BUILDING	37,670
PARKING	80,960
PRIVATE DRIVES	29,770
SIDEWALKS	11,140
OPEN SPACE	641,379

LANDSCAPE PLAN
REFERENCE SHEET L-502 FOR PLANT MATERIAL LIST AND LANDSCAPE QUANTITIES.

LEGEND

- 2'-2" WASHED #20 GRAPHEL ON REED BARRIER FABRIC (4" DEPTH)
- MEP RAP: REFERENCE CIVIL SHEET CO-104 (DETAIL ON CO-503)
- NATIVE GRASS SEED MIX 'A', REFERENCE SHEET L-502
- 80%-RETENTION SEED MIXTURE (AND SEED MIX 'A') WITH BIODEGRADABLE EROSION CONTROL BLANKET, REFERENCE CO-105 FOR EROSION CONTROL
- EROSION CONTROL BLANKET - PERMANENT (AND SEED MIX 'A'), REFERENCE CO-105
- BONDED FIBER MATRIX MICRO-MULCH (AND SEED MIX 'A'), REFERENCE SHEET CO-105
- BLACK METAL EDGING
- LIGHT POLE, REFERENCE ELECTRICAL PLANS
- EXISTING CONTOUR (1 FT)
- PROPOSED CONTOUR (1 FT) REFERENCE SHEET CO-101
- RINK RACK, REFERENCE DETAIL SHEET L-503
- TRASH RECEPTACLE, REFERENCE DETAIL SHEET L-503
- 6" BENCH, REFERENCE DETAIL SHEET L-503

SEE SHEET L-502 FOR THE LANDSCAPE MATERIALS LIST.



ARC West and South Elevations

NOT FOR CONSTRUCTION
FINAL BUILDING PACKAGE

ARCHITECT



US Army Corps of Engineers
Louisville District

Code	Description	Revision
AWP-1	AWP-1	
AWP-2	AWP-2	
AWP-3	AWP-3	
AWP-4	AWP-4	
AWP-5	AWP-5	
AWP-6	AWP-6	
AWP-7	AWP-7	
AWP-8	AWP-8	
AWP-9	AWP-9	
AWP-10	AWP-10	

EXTERIOR FINISH LEGEND			
CODE	MANUFACTURER	PRODUCT DESCRIPTION	COLOR
ALUMINUM CURTAINWALL			
ALUMINUM WINDOW	Pre-Finish aluminum curtainwall	Alumodad Medium Series	
ALUMINUM WINDOW	Parsons Products	Pre-Finish aluminum window	Alumodad Medium Series
BRICK	Summit Brick Company	Brick Masonry	Old Gold
CAST STONE	Continental Cast Stone	Cast Stone	Buff 1104
GLASS BLOCK	CS	Pittsburgh Corning	Energy Efficient Glass Masonry
GLASS BLOCK	CS	Pittsburgh Corning	Decorative Pattern
METAL ROOF	ME-1	PRC-CLAD	Standing Seam Roof Panels
MISCELLANEOUS		Finish, Refer to Specifications	Outlets, Fascia, Copings
MISCELLANEOUS		Finish, Refer to Specifications	Match PRC-CLAD color Medium Bronze
STAIN	ST-2	Exterior Wood Stain	Clear
STONE VENEER	SV-1	Merrill Stone Products	Stone Veneer
STONE VENEER	SV-1	Merrill Stone Products	Plaza Port

2 WEST ELEVATION
A-201 3/32" = 1'-0"

1 SOUTH ELEVATION
A-201 3/32" = 1'-0"



US ARMY RESERVE CENTER - FORT COLLINS, COLORADO
Louisville District

DATE	DESCRIPTION	BY	CHKD BY
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP
11/11/11	ISSUED FOR PERMIT	AWP	AWP

US ARMY RESERVE CENTER - FORT COLLINS, COLORADO
WINDBOR, COLORADO
ARC EXTERIOR ELEVATIONS

SHEET IDENTIFICATION
A-201



Qualified Commercial and Industrial Site Plan

Staff requests that the following be entered into the record:

- Application materials
- Staff memorandum and supporting documents



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Regular meeting packets
From: Ian D. McCargar, Town Attorney
Re: Emergency Moratorium Ordinance (Private Marijuana Clubs)
Item #: C.3.

Background / Discussion:

During the work session held on January 21, 2013, the Town Board instructed me to prepare an emergency ordinance addressing the establishment of private marijuana clubs in Windsor. The sentiment during the work session was that the Town Board should act quickly to assure that private marijuana clubs could not be established before the Town Board had sufficient time to consider a regulatory regime or a policy for prohibition of such activities within the Town.

Attached is an "Emergency Ordinance Imposing a Temporary Moratorium on the Operation of any Private Marijuana Club...". The Ordinance contains the following essential components:

- Recitals containing necessary findings of fact, both as to the subject matter and the need for emergency action under the Charter.
- Broad language prohibiting the establishment of a "Private Marijuana Club", defined as:

The consumption of marijuana by persons assembled within a commercial or industrial structure, where such consumption is permitted, encouraged, promoted, enabled, or condoned by persons assembled therein, whether such consumption is the primary intended purpose or an intended purpose incidental to other reasons for assembly therein.

- Termination and rescission language to allow flexibility in the future.

The private marijuana club moratorium is drafted narrowly by targeting the use of commercial and industrial structures in which more than one person may assemble, and in which the consumption of marijuana is taking place, either as a primary purpose or an incidental purpose. The private marijuana club moratorium does not reach into residential uses, as the intention is to steer clear of non-public use in the privacy of a person's home as directed by the Town Board during the January 21, 2013, work session.

Financial Impact: None.

Relationship to Strategic Plan: Residents feeling safe and secure; quality development through managed growth.

Recommendation: Adopt attached Ordinance in a single reading under Charter Section 4.11 (five affirmative votes required).

Attachment:

AN EMERGENCY ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE OPERATION OF ANY PRIVATE MARIJUANA CLUB WITHIN THE REACH OF ARTICLE XVIII, SECTION 16 OF THE COLORADO CONSTITUTION; DIRECTING THE PROMPT EXPLORATION OF THE TOWN'S REGULATORY AUTHORITY OVER SUCH ACTIVITIES; DECLARING THE INTENTION OF THE TOWN BOARD TO CONSIDER THE ADOPTION OF APPROPRIATE TOWN REGULATIONS WITH RESPECT TO SUCH ACTIVITIES, INCLUDING THE PROHIBITION THEREOF; AND DECLARING AN EMERGENCY PURSUANT TO SECTION 4.11 OF THE WINDSOR HOME RULE CHARTER

TOWN OF WINDSOR

ORDINANCE NO. 2013-1445

AN EMERGENCY ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE OPERATION OF ANY PRIVATE MARIJUANA CLUB WITHIN THE REACH OF ARTICLE XVIII, SECTION 16 OF THE COLORADO CONSTITUTION; DIRECTING THE PROMPT EXPLORATION OF THE TOWN'S REGULATORY AUTHORITY OVER SUCH ACTIVITIES; DECLARING THE INTENTION OF THE TOWN BOARD TO CONSIDER THE ADOPTION OF APPROPRIATE TOWN REGULATIONS WITH RESPECT TO SUCH ACTIVITIES, INCLUDING THE PROHIBITION THEREOF; AND DECLARING AN EMERGENCY PURSUANT TO SECTION 4.11 OF THE WINDSOR HOME RULE CHARTER

WHEREAS, the Town of Windsor ("Town") is a Colorado home rule municipality with all powers and authority vested under Colorado law; and

WHEREAS, on November 6, 2012, Colorado voters approved the adoption of "Amendment 64", which has since been codified at Article XVIII, Section 16 of the Colorado Constitution ("Amendment 64"); and

WHEREAS, Amendment 64 decriminalizes certain activity with respect to the use, possession, cultivation, transportation and distribution of marijuana, and contains requirements for the Colorado Department of Revenue ("DOR") to formulate policy for the regulation of business enterprises authorized under Amendment 64; and

WHEREAS, Amendment 64 requires that the DOR approve its policies by July 1, 2013, and further calls for the issuance of state-level licenses to qualifying marijuana business enterprises on and after October 1, 2013; and

WHEREAS, Amendment 64 expressly grants the Town the authority to establish its own regulatory regimen, and further expressly grants the Town the authority to prohibit the operation of marijuana business enterprises by resolution or ordinance; and

WHEREAS, the Town Board believes that the establishment of marijuana business enterprises carries the potential for abuse, financial mismanagement, regulatory complications not yet entirely clear, injury to the public health, and damage to the Town's reputation; and

WHEREAS, the establishment of "private marijuana clubs" presents a situation where non-public use of marijuana could take place in commercial and industrial structures within the Town, but not be subject to reasonable land use and police powers regulation; and

WHEREAS, the Town Board is aware that the use, possession, transportation, cultivation and distribution of marijuana remains criminal under federal law, such that the Town's legal authority to regulate marijuana business enterprises is in question; and

WHEREAS, until such time as the Town Board has developed a more-permanent policy with respect to marijuana business enterprises, the Town Board has concluded that the establishment of private marijuana clubs within the Town represents an emergency for which immediate action is genuinely and urgently necessary for the preservation of the public health, safety and welfare; and

WHEREAS, the imposition of a moratorium through and including December 31, 2013, with respect to the operation of private marijuana clubs will allow the Town to investigate and formulate more-permanent policy for the protection of the public health, safety and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, as follows:

Section 1. The foregoing recitals are hereby adopted by the Town Board as findings in support of the adoption of this Ordinance.

Section 2. Upon adoption of this Ordinance, there shall be an immediate moratorium on the establishment and operation of private marijuana clubs, which shall for purposes of this Ordinance be defined as follows:

The consumption of marijuana by persons assembled within a commercial or industrial structure, where such consumption is permitted, encouraged, promoted, enabled, or condoned by persons assembled therein, whether such consumption is the primary intended purpose or an intended purpose incidental to other reasons for assembly therein.

Section 3. For purposes of this Ordinance, “marijuana” shall have the same meaning as defined in Article XVIII, Section 16, sub-section (2) (f) of the Colorado Constitution.

Section 4. The within moratorium shall be liberally construed to prevent and prohibit the establishment, operation and continuation of any activity identified in Section 1 above.

Section 5. The Town Board, with the support of Town Administration, the Town Attorney and staff, shall explore appropriate policy with respect to the regulation of the activity identified in Section 1 above, including the prohibition of such activity.

Section 6. The Town Board expressly finds that the within moratorium is within its powers under the following authority: Article XX of the Colorado Constitution; the Town’s Home Rule Charter; the Local Land Use Enabling Act; Part Three of Article 23 of Title 31, C.R.S.; Section 31-15-103, C.R.S.; Section 31-14-401, C.R.S., and Section 31-15-501, C.R.S.

Section 7. Pursuant to Section 4.11 of the Town’s Home Rule Charter, the Town Board finds, determines and declares that adoption of the within moratorium is genuinely and urgently necessary for the preservation of the public health, safety and welfare, as failure to do so will create the risk that:

1. Marijuana clubs would be established in areas inconsistent with the Town's Land Use Comprehensive Plan.
2. Marijuana clubs would be established in areas inconsistent with existing surrounding uses.
3. Marijuana clubs would be established in a manner detrimental to the health, safety and welfare of the community.
4. Marijuana clubs would be established before the Town has adopted permanent policy with respect their regulation or prohibition, thus potentially creating expectations and property interests that will complicate and add undue expense to the Town's citizens should regulations or prohibition be later adopted by the Town.

Section 8. This Ordinance is effective immediately upon final adoption, and shall expire on January 1, 2014, unless repealed or extended by official action of the Town Board before such date.

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 28th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

M E M O R A N D U M

Date: January 28, 2012
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Stacy Johnson, Economic Development Manager
Re: Woodward Infrastructure Agreement
Item #: C.4

Background / Discussion:

At the January 7, 2013 Town Board work session the Economic Development Manager and Town Attorney received approval to move forward with an infrastructure incentive agreement between the Town of Windsor and Woodward, Inc.

This incentive agreement was to help offset the cost Woodward will need to spend to expand the infrastructure at their Windsor site and invest approximately \$410,000 in fiber and \$130,000 in power upgrades. I have confirmed with Woodward, PVREA & Century Link that these upgrades in fiber and power to the area will not only benefit their site directly but will also be available for other sites in the surrounding vicinity to utilize as well.

Woodward has asked that the Town consider economic incentive reimbursements of the Town's administrative portion of the building permit fees for phase I & II for their internal tenant finish and reimbursement of a portion of personal property taxes paid by Woodward during a fixed period of time, not to exceed 10 years.

Financial Impact:

Waiver of the administrative portion of the building permit fees for phase I & II, approximately \$2,800 as well as a 50% personal property tax rebate ranging from \$2,965.00 - \$3,488.00 annually. See attachments for details.

Relationship to Strategic Plan:

Diversify, Grow & Strengthen the Local Retail and Industrial Economy

Recommendations:

Request Town Board approval of infrastructure incentive agreement between Town of Windsor and Woodward.

Attachments:

Revenue & Incentive estimates
Incentive agreement
Letters from PVREA & Century Link
Resolution

Requested Incentives from Woodward:

Interior Construction Project Phase I

(information submitted by Woodward)

- Construction Valuation \$566,000 (revised & submitted by Heath Const. 12.17.12)
- Electrical Valuation \$296,000 (revised & submitted by Heath Const. 12.17.12)
 - Town administrative portion **\$1,484.04**
of the building permit fee

Interior Construction Project Phase II

(information submitted by Woodward)

- Construction & Electrical Valuation \$800,000 (submitted by Rick Nealeigh 1.10.13)
 - **Estimated** Town administrative portion **\$1300.00**
of the building permit fee

TOTAL NOT TO EXCEED

\$2,800.00 per agreement

Personal Property Tax Rebate (Town of Windsor Mill rate - 50% up to 10 years)

\$1,700,000 - \$2,000,000 (Provided by Woodward)

The Assessor multiplies the actual value of the personal property by the assessment rate of 29% to arrive at an assessed value. The assessed value is then multiplied by a tax rate (mill levy) to calculate the taxes for the property.

\$1,700,000 (Actual Value) x 29% (Assessment Rate) = \$493,000 (Assessed Value)

\$493,000 (Assessed Value) x .01203 (Town of Windsor Mill Rate 12.030) = \$5,930.79 Estimated Taxes Due

- **Year 1: 50% of \$5930.79 = \$2,965.40 (1.7 million)**

* years 2-10 would depend on depreciation schedule

\$2,000,000 (Actual Value) x 29% (Assessment Rate) = \$580,000 (Assessed Value)

\$580,000 (Assessed Value) x .01203 (Town of Windsor Mill Rate 12.030) = \$6,977.40 Estimated Taxes Due

- **Year 1: 50% of \$6977.40 = \$3,488.70 (2.0 million)**

* years 2-10 would depend on depreciation schedule

Total Personal Property annually

\$2,965.40 - \$3,488.70

AGREEMENT FOR CERTAIN ECONOMIC INDUCEMENTS AND DEVELOPMENT INCENTIVES

This AGREEMENT FOR CERTAIN ECONOMIC INDUCEMENTS AND DEVELOPMENT INCENTIVES ("Agreement") is executed on this _____ day of _____, 2013, ("Effective Date") by and between the TOWN OF WINDSOR, COLORADO, a Colorado home rule municipality ("Town") and WOODWARD, INC., a Delaware corporation with principal offices located at 1000 East Drake Road, Fort Collins, CO, 80525 ("Woodward").

RECITALS:

WHEREAS, Woodward is the lessee of certain improved real property located within the corporate limits of the Town, located at 871 Champion Drive, Windsor, Colorado, and within which Woodward intends to operate a new business facility (hereinafter, "Woodward Center"); and

WHEREAS, Woodward proposes to commence business operations within the Woodward Center by May 1, 2013; and

WHEREAS, Woodward has represented that the operation of the Woodward Center will provide economic benefits to the Town and its citizens during the term of its lease, *to wit*: approximately 150 employees by relocation or hire, added fiber and power infrastructure, and increased property tax revenue; and

WHEREAS, Woodward has asked that the Town consider economic inducements to Woodward, the effect of which would be the reimbursement of certain building permit-related fees, and reimbursement of a portion of personal property taxes paid by Woodward during a fixed period of time; and

WHEREAS, pursuant to § 31-15-903, C.R.S., the Town is authorized to offer incentives and inducements to businesses who either open new business facilities within the Town; and

WHEREAS, The Town maintains certain guidelines for evaluating the public benefit of commercial and industrial development within its limits, and the public value of providing economic incentives and inducements to encourage and sustain such development. Based upon documentation and representations provided to the Town by Woodward, the Town has determined that the operation of the Woodward Center will be of substantial economic benefit to the Town and to Weld County, Colorado.

WHEREAS, it is an appropriate and lawful function of Colorado municipalities to encourage industrial development through economic inducements and incentives; and

WHEREAS, based upon and in reliance upon the representations of Woodward as set forth herein, the Town desires to provide economic inducements and incentives to Woodward, and Woodward desires to accept such inducements and incentives as provided herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and Woodward hereby agree as follows:

AGREEMENT:

1. The Recitals set forth above are hereby affirmed and incorporated herein by this reference as if set forth fully.
2. Provided that Woodward commences manufacturing, research and/or development operations within the Woodward Center by May 1, 2013, and continues such operations during the applicable period set forth herein, the Town will make available to Woodward the following incentives and inducements:
 - a. The Town will collect from Woodward the Town administrative fees associated with the Town tenant finish building permit issued for improvements to the Woodward Center, and the Town will promptly reimburse the administrative fee in the maximum amount of \$2,800.00, which amount will be applicable to up to two (2) phases of improvements to the Woodward Center during calendar year 2013; and
 - b. In addition to the building permit fee reimbursement referenced above, and pursuant to § 31-15-903, C.R.S., the Town will provide the following incentives with respect to personal property tax collections associated with personal property introduced into service within the Woodward Center:
 - i. The Town will reimburse to Woodward an amount equal to fifty percent (50%) of the amount of personal property taxes paid by Woodward to the Town for personal property appearing on the personal property declaration schedule submitted by Woodward to the Weld County Assessor for the ten-year period commencing January 1, 2013 and concluding December 31, 2022, which personal property has not appeared on previous declaration schedules in the State of Colorado. Only personal property introduced into service within the Woodward Center during the tax years set forth in this sub-paragraph shall qualify. It is currently estimated that the amount of personal property taxes subject to reimbursement hereunder will total approximately \$30,000.00.
 - ii. Reimbursement by the Town shall be made to Woodward within ninety (90) days after receipt of full payment by Woodward of all personal property taxes due, together with an affidavit from Woodward stating that Woodward remains eligible for reimbursement under the provisions of this Agreement and § 31-15-903, C.R.S. Reimbursement shall be conditioned upon Woodward being current on all taxes and assessments otherwise

levied by the State of Colorado, Weld County or the Town that are due and payable relating to the Woodward Center.

- iii. The Town shall not be required to reimburse Woodward in the event subsequent legislation is adopted by the State of Colorado which renders such reimbursement unlawful, or in the event a court of competent jurisdiction declares any portion of this Agreement of legislation authorizing the reimbursements under this Agreement to be invalid or unconstitutional.
 - iv. In each of the ten (10) years set forth above in this Agreement, reimbursement by the Town to Woodward shall be made only to the extent revenues are legally-available and shall not constitute a multiple-fiscal year obligation under Article X, Section 20 of the Colorado Constitution.
 - v. In connection with providing these incentives, the Town agrees to comply with any obligations imposed pursuant to § 31-15-903, C.R.S., as may be amended from time to time, including without limitation sub-section (4) thereof.
3. This writing constitutes the entire agreement of the parties, and supersedes any prior written or oral communications, negotiations, agreements, representations and undertakings between them with respect to its subject matter.
 4. This Agreement may not be enlarged, modified or altered except in writing, signed by both parties.
 5. Woodward shall not assign the benefits of this Agreement without the express written consent of the Town, provided that such consent shall not be unreasonably withheld, delayed or conditioned.
 6. This Agreement shall be governed by and construed under the laws of the State of Colorado. Venue for all purposes shall be exclusively within the State Courts for the State of Colorado sitting in Weld County, Colorado.
 7. A waiver by either party of a breach of any of the provisions of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same provision or of any other provision of this Agreement.
 8. In the event the Town initiates litigation with respect to the enforcement or interpretation of this Agreement, and to the extent permitted by law, the Town shall be entitled to an award of attorney fees, expert witness costs and expenses associated with such litigation.

9. If any part, term or provision of this Agreement is held by the courts to be illegal or otherwise unenforceable, such illegality or unenforceability shall not affect the validity of any other part, term or provision, and the rights of the parties shall be construed as if the part, term or provision in question was never part of this Agreement.
10. Any payment, demand, notice or written communication with respect to the within Agreement shall be mailed to each of the parties as set forth below:

TOWN:

Town Manager
Town of Windsor, Colorado
301 Walnut Street
Windsor, CO 80550

WOODWARD:

Steve Roberti
Associate General Counsel
Woodward, Inc.
1000 E. Drake Road
Fort Collins, CO 80521

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the Effective Date set forth above.

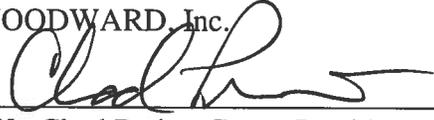
TOWN OF WINDSOR, COLORADO

BY: John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

WOODWARD, Inc.



BY: Chad Preiss, Group President, Engines Systems

Stacy Johnson

From: Organ, Matt <morgan@PVREA.com>
Sent: Tuesday, January 08, 2013 12:49 PM
To: Stacy Johnson
Subject: Woodward Governor

Stacy,

The additional infrastructure that Woodward Governor is paying to install to the property on HWY 34 will have some benefit to the surrounding area. The project requires a new feeder be brought into the site from a different location. This new feeder will be off of a different circuit than the one that is currently feeding the subdivision. As a result, there will be increased capacity to feed the rest of the subdivision.

The new circuit operates at a different voltage than the current feed into the subdivision so we cannot create a loop without adding some additional equipment. There is some benefit to having a loop feed but at this time PVREA does not plan to install the equipment needed to complete the loop.

Please let me know if you have any other questions.

Sincerely, Matt

Matt Organ
Engineering Representative
Poudre Valley REA
7649 REA Parkway
Fort Collins, CO 80528
(970) 282-6436
morgan@pvrea.com

Stacy Johnson

From: Hait, LeAnn <LeAnn.Hait@centurylink.com>
Sent: Wednesday, January 09, 2013 4:50 PM
To: Stacy Johnson
Subject: RE: Town of Windsor

Hi. Here is the information I can share about the additional capacity we have added to the Windsor area based on Woodward's fiber build. I am not able to list the exact amount.

There has been significant additional capacity provisioned above Woodward's needs with this fiber build. This capacity can be provisioned for other customer's use in the area. There may be additional fiber builds necessary, but the expense to extend from the new fiber will be greatly reduced, if it is necessary.

As we get other customer requests, this capacity may be provisioned, so please check with CenturyLink on current availability at the time of request.

Thanks,

LeAnn Hait
Strategic Account Manager
303-992-8997
303-888-3137 mobile
leann.hait@centurylink.com

-----Original Message-----

From: Stacy Johnson [<mailto:sjohnson@windsorgov.com>]
Sent: Wednesday, January 09, 2013 8:32 AM
To: Hait, LeAnn
Subject: Town of Windsor

Hello LeAnn,

Great to talk with you this morning, I appreciate your assistance.

Here is my contact info.

Stacy Johnson
[Sjohnson@windsorgov.com](mailto:sjohnson@windsorgov.com)
970-674-2414

Thank you,
Stacy

Sent from my iPad

TOWN OF WINDSOR

RESOLUTION NO. 2013-

A RESOLUTION APPROVING AN INCENTIVE AGREEMENT FOR INFRASTRUCTURE IMPROVEMENTS BETWEEN THE TOWN OF WINDSOR AND WOODWARD, INC. THE PURPOSE OF WHICH IS TO ENCOURAGE ADDITIONAL EMPLOYMENT ACTIVITY WITHIN THE VICINITY OF HWY 34 & WELD COUNTY ROAD 17

WHEREAS, Woodward, Inc., (“Woodward”) is a manufacturer and designer of industrial products whose reputation for innovation and quality is internationally-renowned; and

WHEREAS, Woodward is the proposed lessee of the vacant building located at 871 Champion Drive, Windsor, Colorado, and within which Woodward intends to operate a new business facility (“Woodward Center”); and

WHEREAS, Woodward proposes to commence business operations within the Woodward Center during 2013; and

WHEREAS, Woodward has represented that the operation of the Woodward Center will provide substantial economic benefits to the Town and its citizens, *to wit*: 150 employees, increased tax revenue and the installation of significant power and fiber optic infrastructure with capacity to serve future users in the vicinity of the Woodward Center; and

WHEREAS, Woodward has asked that the Town consider economic inducements to Woodward, the effect of which would be the reimbursement of certain building permit-related fees, and reimbursement of a portion of personal property taxes paid by Woodward during a fixed period of time; and

WHEREAS, pursuant to § 31-15-903, C.R.S., the Town is authorized to offer incentives and inducements to businesses who open new business facilities within the Town; and

WHEREAS, The Town maintains certain guidelines for evaluating the public benefit of commercial and industrial development within its limits, and the public value of providing economic incentives and inducements to encourage and sustain such development; and

WHEREAS, based upon documentation and representations provided to the Town by Woodward and other third parties, the Town has determined that the operation of the Woodward Center will be of substantial economic benefit to the Town and to Weld County, Colorado; and

WHEREAS, the Town and Woodward have negotiated an Agreement for Certain Economic Inducements and Economic Incentives (“Agreement”), a copy of which is attached hereto and incorporated herein by this reference as if set forth fully; and

WHEREAS, the Town Board has reviewed the attached Agreement and finds that its terms promote the public interest; and

WHEREAS, it is an appropriate and lawful function of Colorado municipalities to encourage industrial development through economic inducements and incentives; and

WHEREAS, based upon and in reliance upon the representations of Woodward as set forth herein, the Town desires to provide economic inducements and incentives to Woodward, and Woodward desires to accept such inducements and incentives as provided in the attached Agreement.

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

1. The attached Agreement for Certain Economic Inducements and Economic Incentives is hereby approved.
2. The Mayor his hereby authorized to execute the said Agreement in the form attached hereto.
3. The Town Attorney is authorized to make such minor changes to the 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 28th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dean Moyer, Director of Finance
Re: Resolution Supplemental Budget 2012
Item #: C.3

Background / Discussion:

Each year at the end of the year we do a supplemental budget as a housekeeping measure to adjust the previous year's budget. When developing the 2012 budget we included everything we could foresee happening during 2012, based on the information we had at the time. During the course of 2012 operations, several events occurred that we did not foresee while preparing the 2012 budget. We have a few adjustments we must now make in order to keep our budget in compliance with State budget law and auditor requirements. Each additional item is described below with a summary chart at the end.

Revenue Additions:

As we had reported during the course of the year, we collected more sales tax than we had originally budgeted. The additional tax collections totaling \$342,997 are apportioned between the General, Capital Improvement and Community Recreation Center Funds.

We had a similar situation concerning Construction Use Tax collections in that we collected more than we had budgeted. The additional tax collections totaling \$1,143,241 are apportioned between the Capital Improvement and Community Recreation Center Funds.

Due to the issuance of more building permits than we had expected, we also collected more park fees than we expected. Community Park Fees are increased by \$288,520. Neighborhood Park Fees are increased by \$887,727.

Due to the issuance of more building permits than we had expected, we also collected more Traffic Impact Fees than we expected. Traffic Impact Fees are increased by \$534,274.

Development agreements and water dedication (these items have a net zero total):

- **Development agreements:** In the course of 2012 operations, we took final acceptance of infrastructure and raw water dedication that was constructed by developers in various subdivisions. To properly account for these transactions, we need to record both revenue and an expense for the dollar value of the improvements or the shares of water. If the

expenditure side of the equation causes us to exceed our budgeted amounts for 2012, we will be in violation of State Budget laws, even though no money changed hands. To prevent this we need to adopt a supplemental budget to account for these transactions. The costs of the infrastructure are from the development agreements.

The enclosed chart details the total infrastructure we have taken final acceptance from developers totaling \$1,437,874.

- **Water dedication:** These items are the same as developer acceptances. We received two separate dedications from Water Valley South. Water shares were assigned a cost of \$9,500/share as fair value market, for an August 10, 2012, dedication of 10 shares of CBT. There was another dedication from Water Valley South on September 14, 2012 for 50 shares at a market cost of \$9,500/share. The total amount of these 60 shares is \$570,000.

General Fund Expenditure Items:

- **Additional Payments of Road Impact Fee reimbursements** – This is actually the second part of the item described in the Capital Improvement Fund. In July the Board elected to make an extra payment to developers that had reimbursable projects in the cue. The total dollar amount approved was \$851,344, which was more than the road impact fee balance held at the time. The Resolution directed that the balance be taken from un-appropriated General Fund Reserves. The balance needed from the reserves is \$223,290.

Capital Improvement Fund Expenditure Items:

- **Additional Payments of Road Impact Fee reimbursements** –In July the Board elected to make an extra payment to developers that had reimbursable projects in the cue. The total dollar amount approved was \$851,344. At the time, the road impact fee balance was \$628,054. We had only appropriated \$385,184 in the original budget, requiring an additional appropriation now of \$242,870. The Resolution directed that the balance be taken from un-appropriated General Fund Reserves as described in the previous paragraph.
- **Additional Machinery & Equipment** – We bought some equipment for the recycling center and for ADA compliance work. These items together required an additional appropriation of \$42,373.

Water Fund Expenditure Items:

- **System Development Charge** – We bought extra water capacity under our contracted supply agreement with the City of Greeley. Required an additional appropriation of \$370,050.

Sewer Fund Expenditure Items:

- **Principal and Interest Expense** – In late 2011 we were working on closing a loan to pay for our portion of the head works project. The loan required the first payment be made in 2012, though the payment was not included in our original 2012 budget. Additional appropriation for principal and interest payment of \$231,318.

Drainage Fund Expenditure Items:

- **Study, Review & Analysis** – the study covering the Davis Seepage & West Tributaries was not included in the original 2012 budget. Additional appropriation of \$40,000.

Financial Impact:

Total net adjustments appear below.

Total Supplemental Budget	Revenue	\$5,204,633
Total Supplemental Budget	Expense	(\$3,157,775)
Net Supplemental Revenue(Expense)		\$2,046,858

Recommendation:

Approve the 2013 Supplemental Budget as presented.

Attachments:

C.3.b Detail Chart of 2013 Final Acceptance of Improvements

C.3.c Resolution 2013-08

2012 ADDITIONAL BUDGET REVENUE/EXPENDITURES

ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
GENERAL FUND					
01-	REVENUE				
000-4313-000	Sales Tax	Sales tax collections in excess of budget	\$2,903,691	\$201,308	\$3,104,999
TOTAL GENERAL FUND REVENUE			\$2,903,691	\$201,308	\$3,104,999
EXPENSES					
411-7304-000	Transfer to Capital Impr. Fund	Additional road impact fee reimbursements	\$625,000	\$223,290	\$848,290
TOTAL GENERAL FUND EXPENSES			\$625,000	\$223,290	\$848,290
PARK IMPROVEMENT FUND					
02-	REVENUE				
000-4358-000	Community Park Fees	Fees in excess of budget	\$199,908	\$288,520	\$488,428
000-4387-000	Neighborhood Park Fees	Fees in excess of budget	\$441,972	\$887,727	\$1,329,699
TOTAL PARK IMP FUND REVENUE			\$641,880	\$1,176,247	\$1,818,127
EXPENSES					
TOTAL PARK IMP FUND EXPENSES			\$0	\$0	\$0
CAPITAL IMP FUND					
04-	REVENUE				
000-4313-000	Sales Tax	Sales tax collections in excess of budget	\$1,935,794	\$134,192	\$2,069,986
000-4318-000	Use Tax	Use tax collections in excess of budget	\$898,851	\$1,078,102	\$1,976,953
000-4319-000	Traffic Impact Fee	Traffic Impact Fee collections in excess of budget	\$483,895	\$534,274	\$1,018,169
000-4367-000	Developer Contributions	Subdivision Infrastructure Final Acceptance	\$0	\$794,017	\$794,017
TOTAL CAPITAL IMP FUND REVENUE			\$3,318,540	\$2,540,585	\$5,859,125
EXPENSES					
429-7234-000	Developer Reimbursements	Additional road impact fee reimbursements	\$385,184	\$242,870	\$628,054
429-8445-000	Street Improvements	Subdivision Infrastructure Final Acceptance	\$42,000	\$794,017	\$836,017
450-6218-000	Small Equipment	Recycling Center purchasing bins	\$0	\$13,198	\$13,198
450-8440-000	Machinery/Equipment	Recycling Center purchasing bins	\$25,144	\$16,243	\$41,387
462-8444-000	Machinery/Equipment	ADA Title II Compliance for Boardwalk Park	\$0	\$12,932	\$12,932
TOTAL CAPITAL IMP FUND EXPENSES			\$452,328	\$1,079,260	\$1,531,588
COMMUNITY RECREATION FUND					
05-	REVENUE				
000-4313-000	Sales Tax	Sales tax collections in excess of budget	\$322,632	\$7,497	\$330,129
000-4318-000	Use Tax	Use tax collections in excess of budget	\$71,108	\$65,139	\$136,247
TOTAL COMMUNITY RECREATION FUND REVENUE			\$393,740	\$72,636	\$466,376
490-	EXPENSES				

2012 ADDITIONAL BUDGET REVENUE/EXPENDITURES

2012 ADDITIONAL BUDGET REVENUE/EXPENDITURES					
TOTAL COMMUNITY RECREATION FUND EXPENSES			\$0	\$0	\$0
ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
WATER FUND					
06-	REVENUE				
000-4353-000	Developer Raw Water Fees	60 shares CBT accepted	\$16,232	\$570,000	\$586,232
000-4367-000	Developer Contributions	Subdivision Infrastructure Final Acceptance	\$0	\$259,706	\$259,706
TOTAL WATER FUND REVENUE			\$16,232	\$829,706	\$845,938
EXPENSES					
471-6265-000	Potable Water Purchase	System development charge	\$1,339,581	\$370,050	\$1,709,631
471-8411-000	Water Rights	60 shares CBT accepted	\$321,905	\$570,000	\$891,905
471-8453-000	Transmission Mains	Subdivision Infrastructure Final Acceptance	\$0	\$259,706	\$259,706
TOTAL WATER FUND EXPENSES			\$1,661,486	\$1,199,756	\$2,861,242
ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
SEWER FUND					
07-	REVENUE				
000-4367-000	Developer Contributions	Subdivision Infrastructure Final Acceptance	\$0	\$221,823	\$221,823
TOTAL SEWER FUND REVENUE			\$0	\$221,823	\$221,823
EXPENSES					
481-8453-000	Transmission Mains	Subdivision Infrastructure Final Acceptance	\$0	\$221,823	\$221,823
482-7324-000	Interest Expense	Sewer Loan for WWTP	\$0	\$52,893	\$52,893
482-7354-000	Principal Expense	Sewer Loan for WWTP	\$0	\$178,425	\$178,425
TOTAL SEWER FUND EXPENSES			\$0	\$453,141	\$453,141
ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
STORM DRAIN FUND					
08-	REVENUE				
000-4367-000	Developer Contributions	Subdivision Infrastructure Final Acceptance	\$0	\$162,328	\$162,328
TOTAL STORM DRAIN FUND REVENUE			\$0	\$162,328	\$162,328
EXPENSES					
483-	EXPENSES				
483-6257-000	Study Review Analysis	Davis Seepage & West Tributary Studies	\$5,000	\$40,000	\$45,000
483-8458-000	Drainage Improvements	Subdivision Infrastructure Final Acceptance	\$372,300	\$162,328	\$534,628
TOTAL STORM DRAIN FUND EXPENSES			\$377,300	\$202,328	\$579,628
Total Supplemental Budget			Revenue	\$5,204,633	
Total Supplemental Budget			Expense	(\$3,157,775)	
Net Supplemental Revenue(Expense)				\$2,046,858	

TOWN OF WINDSOR

RESOLUTION NO. 2013-08

BEING A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR THE TOWN OF WINDSOR, COLORADO, FOR 2012.

WHEREAS, the Town of Windsor adopted the annual budget in accordance with the Local Government Budget Law, on November 28, 2011; and

WHEREAS, the Town of Windsor has received unanticipated revenues and incurred expenditures not assured at the time of the adoption of the 2012 Budget; and

WHEREAS, the Town's Home Rule Charter authorizes supplemental appropriations under the circumstances referred to herein.

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

SECTION 1. That the 2012 appropriation for the **GENERAL FUND** Revenue is hereby increased from \$16,994,371 to \$17,195,679 and Expenditures from \$12,428,039 to \$12,651,329 for the purposes shown below.

ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
GENERAL FUND					
01-	REVENUE				
000-4313-000	Sales Tax	Sales tax collections in excess of budget	\$2,903,691	\$201,308	\$3,104,999
TOTAL GENERAL FUND REVENUE			\$2,903,691	\$201,308	\$3,104,999
EXPENSES					
411-7304-000	Transfer to Capital Impr. Fund	Additional road impact fee reimbursements	\$625,000	\$223,290	\$848,290
TOTAL GENERAL FUND EXPENSES			\$625,000	\$223,290	\$848,290

SECTION 2. That the 2012 appropriation for the **PARK IMPROVEMENT FUND** Revenue is hereby increased from \$2,816,150 to \$3,992,397 and Expenditures remained \$2,501,831 for the purposes shown below.

ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
PARK IMPROVEMENT FUND					
02-	REVENUE				
000-4358-000	Community Park Fees	Fees in excess of budget	\$199,908	\$288,520	\$488,428
000-4387-000	Neighborhood Park Fees	Fees in excess of budget	\$441,972	\$887,727	\$1,329,699
TOTAL PARK IMP FUND REVENUE			\$641,880	\$1,176,247	\$1,818,127
EXPENSES					
TOTAL PARK IMP FUND EXPENSES			\$0	\$0	\$0

SECTION 3. That the 2012 appropriation for the **CAPITAL IMPROVEMENT FUND** Revenue is hereby increased from \$8,307,638 to \$10,848,223 and Expenditures from \$4,905,182 to \$5,984,442 for the purposes shown below.

ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
CAPITAL IMP FUND					
04-	REVENUE				
000-4313-000	Sales Tax	Sales tax collections in excess of budget	\$1,935,794	\$134,192	\$2,069,986
000-4318-000	Use Tax	Use tax collections in excess of budget	\$898,851	\$1,078,102	\$1,976,953
000-4319-000	Traffic Impact Fee	Traffic Impact Fee collections in excess of budget	\$483,895	\$534,274	\$1,018,169
000-4367-000	Developer Contributions	Subdivision Infrastructure Final Acceptance	\$0	\$794,017	\$794,017
TOTAL CAPITAL IMP FUND REVENUE			\$3,318,540	\$2,540,585	\$5,859,125
EXPENSES					
429-7234-000	Developer Reimbursements	Additional road impact fee reimbursements	\$385,184	\$242,870	\$628,054
429-8445-000	Street Improvements	Subdivision Infrastructure Final Acceptance	\$42,000	\$794,017	\$836,017
450-6218-000	Small Equipment	Recycling Center purchasing bins	\$0	\$13,198	\$13,198
450-8440-000	Machinery/Equipment	Recycling Center purchasing bins	\$25,144	\$16,243	\$41,387
462-8444-000	Machinery/Equipment	ADA Title II Compliance for Boardwalk Park	\$0	\$12,932	\$12,932
TOTAL CAPITAL IMP FUND EXPENSES			\$452,328	\$1,079,260	\$1,531,588

SECTION 4. That the 2012 appropriation for the **COMMUNITY RECREATION FUND** Revenue is hereby increased from \$1,309,850 to \$1,382,486 and Expenditures remained \$1,214,804 for the purposes shown below.

ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
COMMUNITY RECREATION FUND					
05-	REVENUE				
000-4313-000	Sales Tax	Sales tax collections in excess of budget	\$322,632	\$7,497	\$330,129
000-4318-000	Use Tax	Use tax collections in excess of budget	\$60,254	\$65,139	\$125,393
TOTAL COMMUNITY RECREATION FUND REVENUE			\$382,886	\$72,636	\$455,522
490-	EXPENSES				
TOTAL COMMUNITY RECREATION FUND EXPENSES			\$0	\$0	\$0

SECTION 5. That the 2012 appropriation for the **WATER FUND** Revenue is hereby increased from \$17,954,851 to \$18,784,557 and Expenditures is hereby increased from \$3,865,966 to \$5,065,722 for the purposes shown below.

ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
WATER FUND					
06-	REVENUE				
000-4353-000	Developer Raw Water Fees	60 shares CBT accepted	\$16,232	\$570,000	\$586,232
000-4367-000	Developer Contributions	Subdivision Infrastructure Final Acceptance	\$0	\$259,706	\$259,706
TOTAL WATER FUND REVENUE			\$16,232	\$829,706	\$845,938
EXPENSES					
471-6265-000	Potable Water Purchase	System development charge	\$1,339,581	\$370,050	\$1,709,631
471-8411-000	Water Rights	60 shares CBT accepted	\$321,905	\$570,000	\$891,905
471-8453-000	Transmission Mains	Subdivision Infrastructure Final Acceptance	\$0	\$259,706	\$259,706
TOTAL WATER FUND EXPENSES			\$1,661,486	\$1,199,756	\$2,861,242

SECTION 6. That the 2012 appropriation for the **SEWER FUND** Revenue is hereby increased from \$12,355,889 to \$12,577,712 and Expenditures is hereby increased from \$6,212,426 to \$6,665,567 for the purposes shown below.

ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
SEWER FUND					
07-	REVENUE				
000-4367-000	Developer Contributions	Subdivision Infrastructure Final Acceptance	\$0	\$221,823	\$221,823
TOTAL SEWER FUND REVENUE			\$0	\$221,823	\$221,823
EXPENSES					
481-8453-000	Transmission Mains	Subdivision Infrastructure Final Acceptance	\$0	\$221,823	\$221,823
482-7324-000	Interest Expense	Sewer Loan for WWTP	\$0	\$52,893	\$52,893
482-7354-000	Principal Expense	Sewer Loan for WWTP	\$0	\$178,425	\$178,425
TOTAL SEWER FUND EXPENSES			\$0	\$453,141	\$453,141

SECTION 7. That the 2012 appropriation for the **STORM DRAIN FUND** Revenue is hereby increased from \$1,735,280 to \$1,897,608 and Expenditures is hereby increased from \$975,048 to \$1,177,376 for the purposes shown below.

ACCT #	ACCOUNT	DESCRIPTION	ORIGINAL 2012 BUDGET	2012 SUPPLEMENT	2012 REVISED TOTAL
STORM DRAIN FUND					
08-	REVENUE				
000-4367-000	Developer Contributions	Subdivision Infrastructure Final Acceptance	\$0	\$162,328	\$162,328
TOTAL STORM DRAIN FUND REVENUE			\$0	\$162,328	\$162,328
EXPENSES					
483-					
483-6257-000	Study Review Analysis	Davis Seepage & West Tributary Studies	\$5,000	\$40,000	\$45,000
483-8458-000	Drainage Improvements	Subdivision Infrastructure Final Acceptance	\$372,300	\$162,328	\$534,628
TOTAL STORM DRAIN FUND EXPENSES			\$377,300	\$202,328	\$579,628

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 28th day of January, 2013.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

2012 Monthly Financial Report

Special points of interest:

- Single Family Residential (SFR) building permits total 437 through the end of December.
- Highest YTD gross sales tax collection through December in Windsor history. Gross collections \$5.8 M.

Highlights and Comments

- ◆ We recorded our highest gross sales tax collection for the single month of December.
- ◆ December year-to-date gross sales tax increased 10.21% over December 2011.
- ◆ Construction use tax up 99% over 2011.
- ◆ Expenditure charts reflect December figures tracking as expected.
- ◆ Year-to-date December revenue total exceeded expenditures by roughly \$750K.



New Welcome to Windsor Signs

The Town purchased new signs for the main entrances to Windsor. This sign is at WCR17 and Hwy 34 at Southgate. Others are at Crossroads and Fairgrounds intersection and another on Hwy 257. DaVinci Sign Systems, Inc. designed the signs. The total capital project was budgeted for \$90,800 for seven signs of various sizes.

Items of Interest

- Construction nearly complete on WWTP Head Works Project.
- Visit us at the improved www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

Inside this issue:

Sales, Use and Property Tax	2
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General Fund Expenditures	7

Sales, Use and Property Tax Update			December 2012	
Benchmark = 100%	Sales Tax	Construction Use Tax	Property Tax	Combined
Budget 2012	\$5,162,117	\$959,105	\$4,158,135	\$10,279,357
Actual 2012	\$5,883,287	\$2,113,200	\$4,059,363	\$12,055,850
% of Budget	113.97%	220.33%	97.62%	117.28%
Actual Through December 2011	\$5,338,081	\$1,060,976	\$4,325,529	\$10,724,586
Change From Prior Year	10.21%	99.18%	-6.15%	12.41%

Ideally through the twelfth month of the year you would like to see at least 100% collection rate on your annual budget number. We have reached that benchmark in all but one tax category.

At this point last year we had collected 97.4% of property taxes. The dollar amount will be less this year due to lower assessed value, but we are where we need to be at this point in the year.

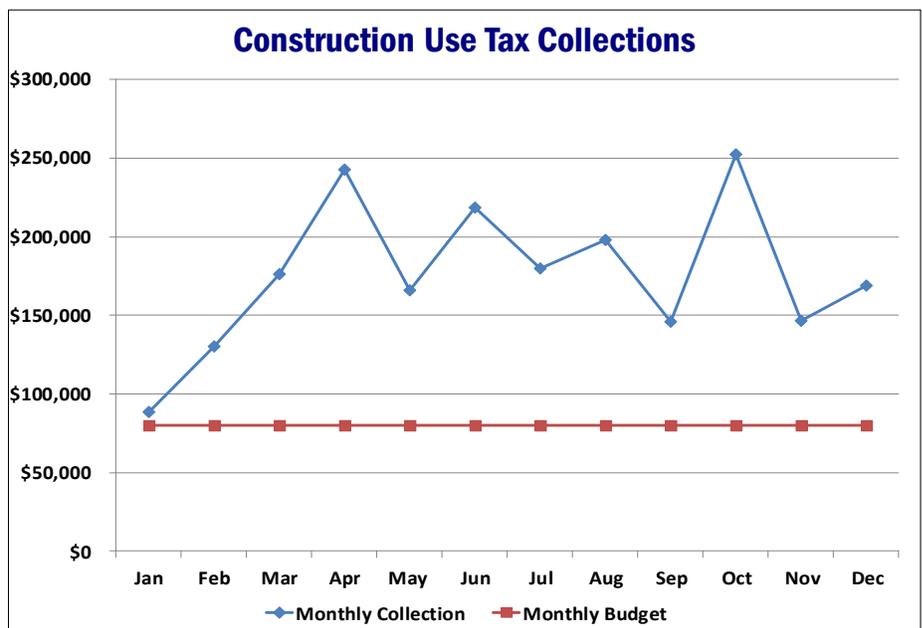
Building Permit Chart			December 2012	
	SFR	Commercial	Industrial	Total
Through December 2012	437	2	2	441
Through December 2011	244	1	1	246
% change from prior year				79.27%
2012 Budget Permit Total				207
% of 2012 Budget				213.04%

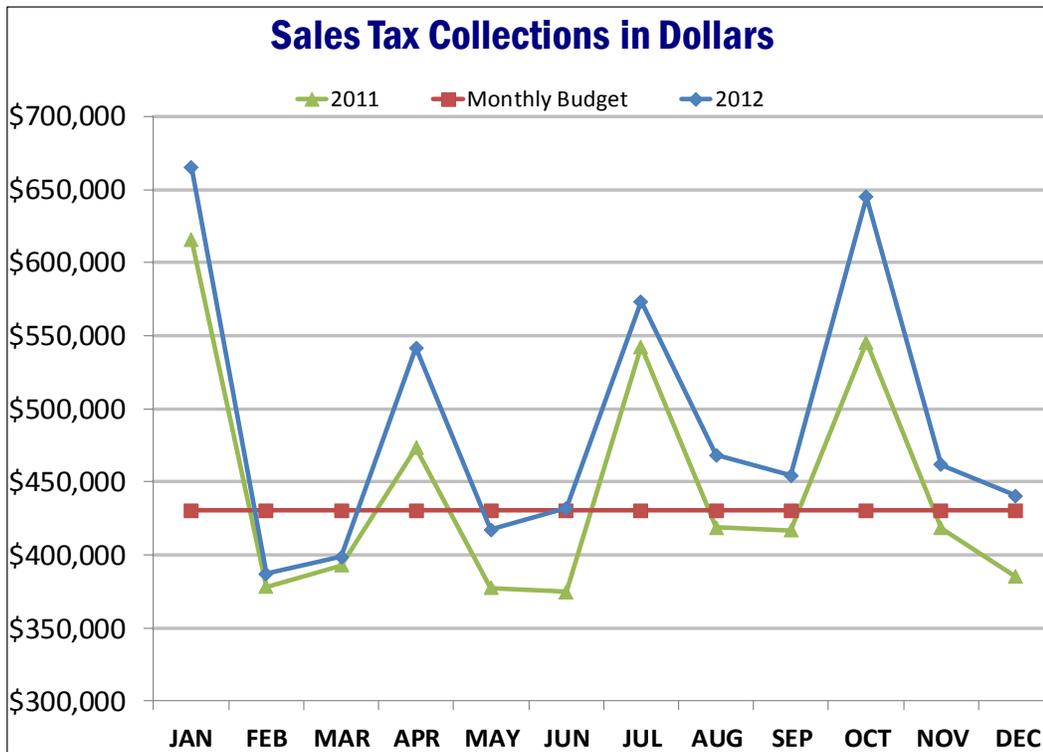
Building Permits and Construction Use Tax

We are showing a 99.18% increase in number of permits as compared to December 2011.

Construction use tax is well ahead of last year and more than doubled the 100% collection benchmark. This revenue is a key factor in funding our Capital Improvement Plan (CIP).

Issuing 437 SFR permits marks the fourth time in history we have issued more than 400 SFR permits, and the third highest total on record.





Gross Sales tax collections for December 2012 were approximately \$55,000 higher than December 2011.

December Facts

December is a “single collection” month, meaning that the collections are for sales made in November plus any special event filers. We did not have any special event filers in December.

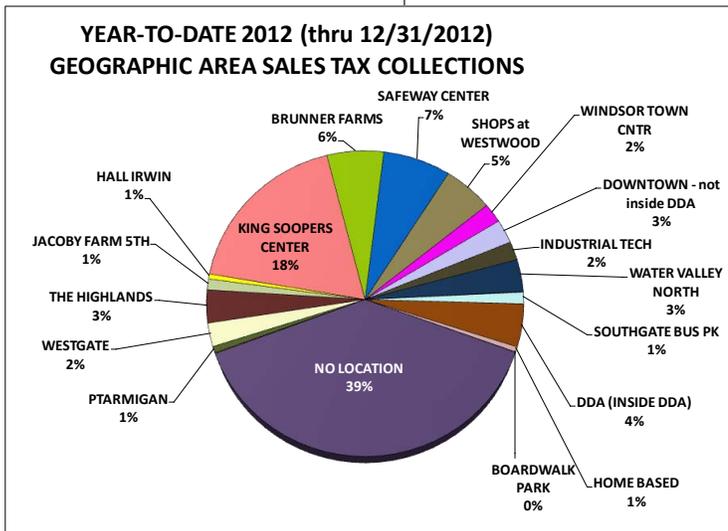
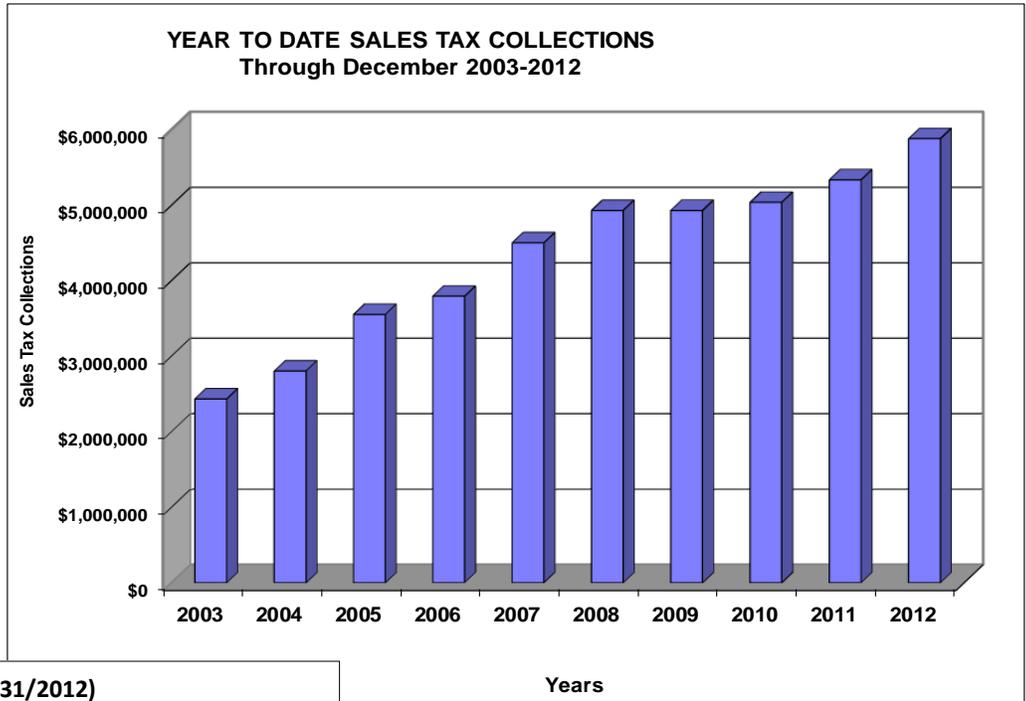
The numbers shown in the graphs reflect the gross collections for the month. We did not have any refunds in December. The gross monthly collection for December totaled \$440,219. The graph above shows that each month in 2012 at least matched the collections for the same month in 2011, most months surpassing the previous year easily.

Looking Forward

We have reached \$5,883,287 in gross annual sales tax collections, the highest in Windsor history. If our residential growth continues at the current pace, we should collect over \$6 million in 2013. The completion of the interchange will certainly help in that regard. We did not budget \$6 million for 2013, instead using the three year average approach.

We budgeted \$5.5 M in sales tax for 2013, making our average monthly collection requirement \$458,000. There were six months in 2012 that collections were less than \$458,000. We need slightly stronger collections in our weaker months to hit our 2013 budget number.

Through December 2012, we have collected \$5.8 in sales tax.

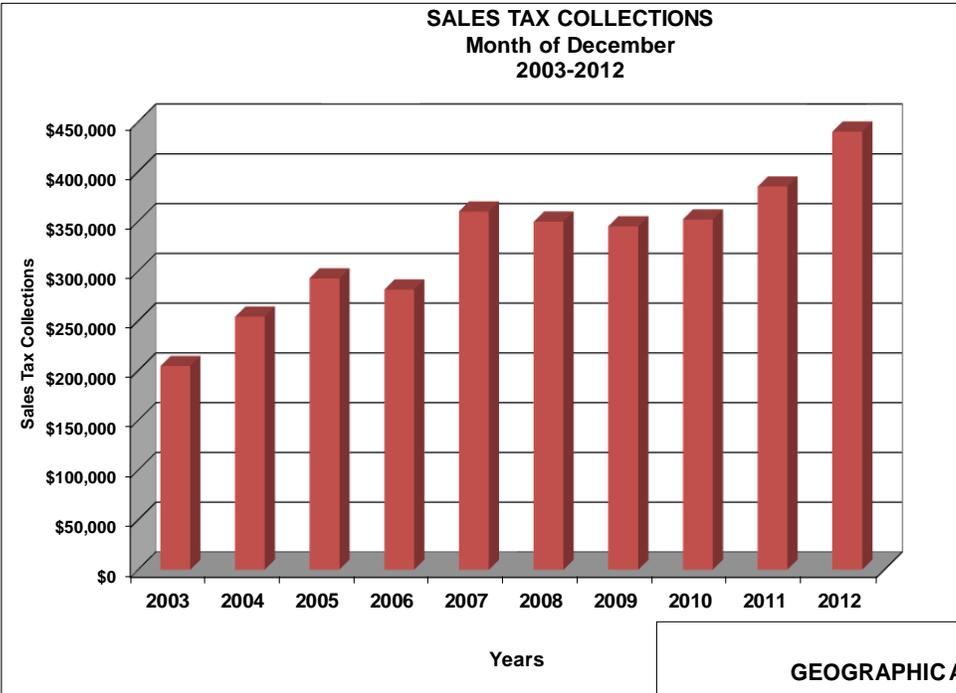


Our sales tax base is still anchored through groceries and utilities.

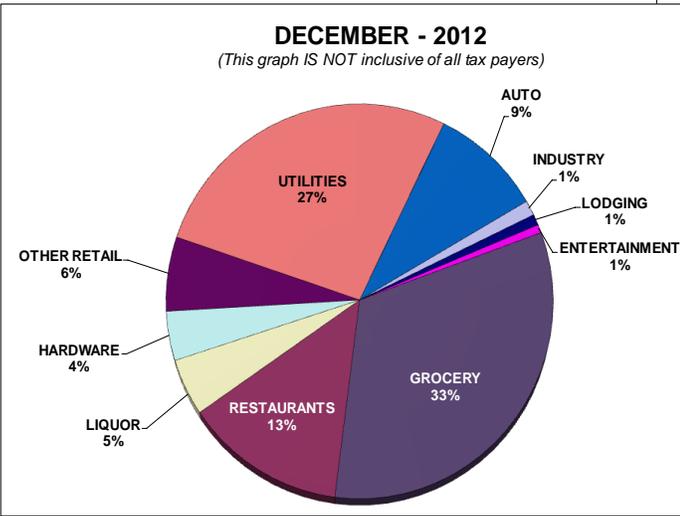
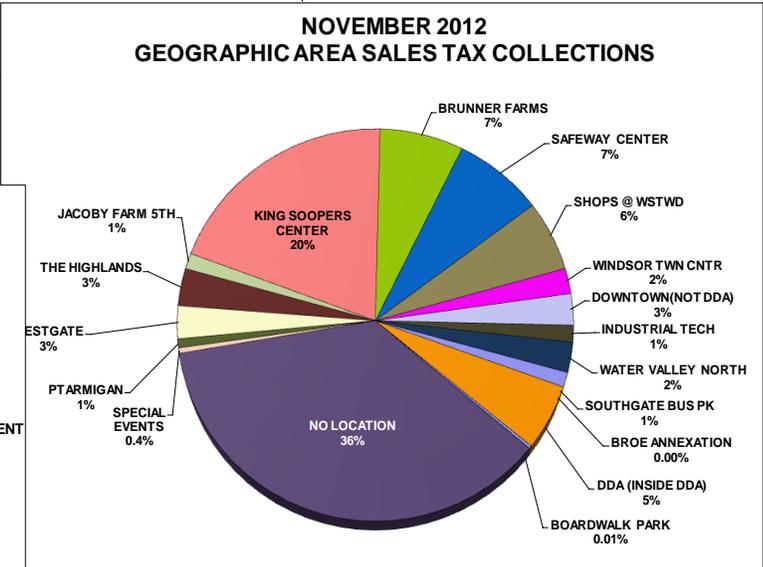
Year-to-Date Sales Tax

Our sales tax base has not changed a great deal over the past decade, with groceries and utilities leading our industry sectors in sales tax collection. Some of this increase can be attributed to an overall increase in prices and cost of living. Our existing base continues to generate increased 2012 year-to-date sales tax collections by 10.21% over December 2011 year-to-date collections described as follows.

- Restaurants, groceries, liquor, hardware, general retail and auto parts sales and repair all increased collections over December 2011.
- Out of town vendors making sales in Windsor (mostly utility and telecom) represent the largest geographic sales base while the King Soopers Center represents the largest portion of collections with a physical presence in Town.



Most all of our categories were up in December collections.



Geographic area chart now shows a breakdown between the DDA and the rest of the Downtown

Monthly Sales Tax

- December 2012 gross collections of \$440,219 were 14.31% higher than December 2011 collections of \$385,106.
- December 2012 was the highest December gross sales collection on record.

All Funds Expense Chart

December 2012

Benchmark = 100% OPERATIONS EXPENDITURES

<u>General Government</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2012 Budget</u>	<u>% of Budget</u>
General Fund	\$1,162,292	\$11,690,116	\$12,428,039	94%
Special Revenue	\$981,207	\$3,700,060	\$4,066,635	91%
Internal Service	\$203,372	\$2,391,341	\$2,620,576	91%
Other Entities(WBA)	\$12,090	\$145,080	\$145,080	100%
Sub Total Gen Govt Operations	\$2,358,961	\$17,926,597	\$19,260,330	93%
Enterprise Funds				
Water-Operations	\$291,473	\$3,090,794	\$3,075,961	100%
Sewer-Operations	\$211,352	\$1,261,575	\$970,326	130%
Drainage-Operations	\$28,701	\$491,227	\$482,748	102%
Non-Potable Operations	\$5,980	\$386,386	\$396,543	97%
Sub Total Enterprise Operations	\$537,506	\$5,229,982	\$4,925,578	106%
Operations Total	\$2,896,467	\$23,156,579	\$24,185,908	96%

plus transfers to CIF and Non-Potable for loan

Capital spending has increased in the third and fourth quarter as construction are completed. Costs are still in line with budget figures.

CAPITAL EXPENDITURES

<u>General Govt Capital</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2012 Budget</u>	<u>% of Budget</u>
Capital Improvement Fund	\$632,109	\$5,144,536	\$4,905,182	105%
Enterprise Fund Capital				
Water	\$4,095	\$189,191	\$790,005	24%
Sewer	\$200,487	\$4,956,262	\$5,242,100	95%
Drainage	(\$5,896)	\$2,890	\$492,300	1%
Non-Potable	\$736	\$128,202	\$140,668	91%
Sub Total Enterprise Capital	\$199,422	\$5,276,545	\$6,665,073	79%
Capital Total	\$831,531	\$10,421,081	\$11,570,255	90%
<i>plus transfer to Non-Potable for loan</i>				
Total Budget	\$3,727,998	\$33,577,660	\$35,756,163	94%

All Funds Expenditures

As a tracking tool, we would expend no more than 100% of our annual budgeted expenditures through the month of December. Any of the funds that go over the budget as shown on this chart will be rectified with the supplemental 2012 budget appropriation at a lthe meeting on January 28.

The second and third quarters are usually highest in operations as we gear up for the summer and the addition of seasonal help and more operational costs. The third and fourth quarters usually show the highest capital expenditure cost, as we pay for projects as they are completed.

General Fund Expense Chart

	Department	Current Month	YTD Actual	2012 Budget	%of Budget
410	Town Clerk/Customer Service	\$39,696	\$527,619	\$544,564	96.9%
411	Mayor & Board	\$226,929	\$628,056	\$1,090,631	57.6%
412	Municipal Court	\$1,462	\$18,746	\$19,664	95.3%
413	Town Manager	\$20,597	\$252,594	\$254,182	99.4%
415	Finance	\$40,624	\$544,132	\$533,249	102.0%
416	Human Resources	\$31,934	\$300,043	\$358,080	83.8%
418	Legal Services	\$36,010	\$420,844	\$370,000	113.7%
419	Planning & Zoning	\$38,181	\$494,548	\$522,474	94.7%
420	Business Retention & Growth	\$9,751	\$193,791	\$192,140	100.9%
421	Police	\$208,401	\$2,527,366	\$2,559,268	98.8%
429	Streets	\$100,442	\$977,217	\$963,992	101.4%
430	Public Works	\$22,205	\$385,023	\$398,028	96.7%
431	Engineering	\$45,782	\$589,842	\$583,852	101.0%
432	Cemetery	\$6,639	\$106,331	\$116,653	91.2%
433	Community Events	\$2,151	\$87,795	\$103,485	84.8%
450	Forestry	\$40,812	\$327,701	\$357,263	91.7%
451	Recreation Programs	\$120,822	\$1,551,662	\$1,598,219	97.1%
452	Pool/Aquatics	\$4,298	\$186,199	\$219,266	84.9%
454	Parks	\$108,914	\$899,942	\$918,863	97.9%
455	Safety/Loss Control	\$1,044	\$2,778	\$10,000	27.8%
456	Art & Heritage	\$16,812	\$230,131	\$245,508	93.7%
457	Town Hall	\$22,473	\$231,063	\$235,833	98.0%
458	Police Pension	\$0	\$107	\$1,287	8.3%
467	Parks Construction	\$16,313	\$206,586	\$231,538	89.2%
	Total General Fund Operations	\$1,162,292	\$11,690,116	\$12,428,039	94.1%

General Fund Expenditures

The General Fund represents the bulk of our daily operations budget. Again judging by the eleventh month 100% rule of thumb, expenditures are in line with where they should be after twelve months.

Finance— Annual audit and sales tax audit fees are also higher than expected.

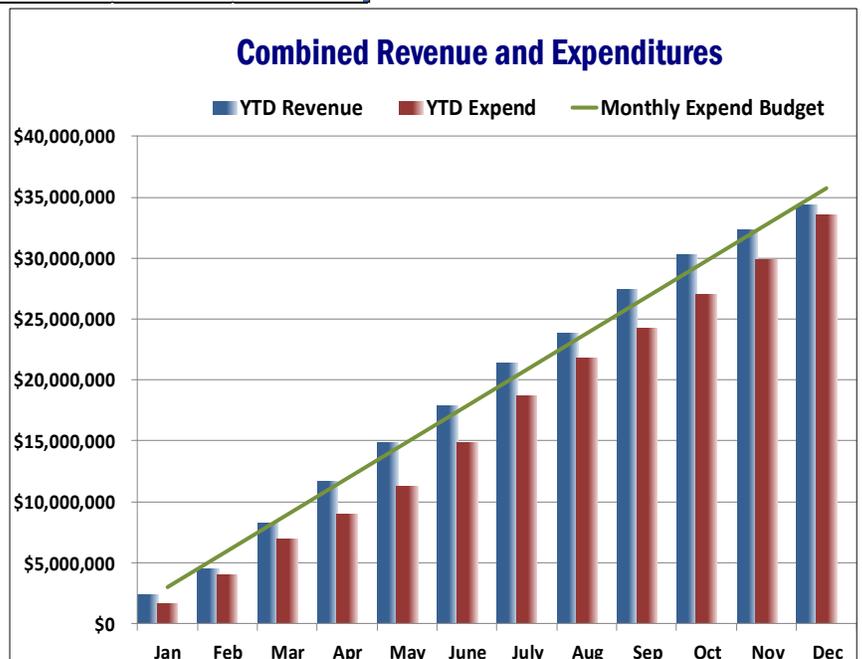
Legal services YTD reflect additional work on the IGA for the interchange.

Streets reflect more patching work and utility costs.

Revenue and Expenditure Compared to Budget

The chart on the right shows monthly revenue compared to monthly expenditure as well as a trend line showing the total 2012 budget expended equally over twelve months.

December YTD revenue total exceeded expenditures by roughly \$750,000. This was higher based on the strength of our building permit and sales tax numbers.



Our Vision:

WINDSOR'S hometown feel fosters an energetic COMMUNITY SPIRIT AND PRIDE that makes our town a special place in Northern Colorado.

WINDSOR has a VIBRANT DOWNTOWN AND LAKE which is a community focal point and destination.

WINDSOR has a STRONG LOCAL ECONOMY with diverse business sectors that provide jobs and services for residents.

WINDSOR promotes quality development through MANAGED GROWTH.

WINDSOR residents enjoy a friendly community with HOUSING OPPORTUNITIES, CHOICES for LEISURE, CULTURAL ACTIVITIES, and RECREATION, and MOBILITY for all.

WINDSOR is a GOOD ENVIRONMENTAL STEWARD.



2012 Monthly Financial Report

Town of Windsor
301 Walnut Street
Windsor, CO 80550
Phone: 970-674-2400
Fax: 970-674-2456

The Town of WINDSOR strengthens community through the fiscally responsible and equitable delivery of services, support of hometown pride, and encourages resident involvement.

The key categories coming forth from the recommended 2012 Budget are:

COMPLETING STARTED OR PROMISED PROJECTS

STEWARDSHIP OF THE COMMUNITY ASSETS

CONTINUING TO PREPARE FOR THE FUTURE

MAINTAINING A MOTIVATED (PRIDE) EMPLOYEE GROUP

We're on the Web

www.windsorgov.com



MEMORANDUM

Date: January 15, 2013
To: Town Board
From: Amy Porter, Special Events Coordinator
Re: December Special Event Monthly Report

Events in Planning:

- Summer Concert Series- 1 Hour
- Oktoberfest – 0.5 Hours
- USA Pro Cycling Challenge- 1.5 Hours
- Windsor Wonderland – 5.5 Hours
- Special Event Application Review and Revisions-14.5 Hours
- Administrative Meetings- 5.75 Hours

Events Conducted:

- Windsor Wonderland – 7.5 Hours

Monthly Fiscal Implications/Sales Tax:

See attached document from finance

Town-Generated Revenue:

See attached document from finance

Comments:

2012 Licensed Retail Events at Boardwalk Park + Farmer's Market (inside DDA)

TOTAL SALES TAX REPORTED \$7,957.57

Jr. Jam (6/16) – 3 retail vendors	\$ 49.91
Farmer's Markets (6/30-9/22) – avg. 16 retail vendors/week	\$1,784.37
Taste of Windsor (7/19) – 10 retail vendors	\$ 265.36
Fine Arts Festival (7/27-29) – 71 retail vendors	\$1,215.64
(Sent 16 collection letters. As of 1/3/13 we still have 5 non-filers)	

*TOW Concessions Concerts in the Park (6/7-7/26)	\$1,591.81
*TOW Concessions Concerts in the Park (8/2 final show)	\$ 7.28
*TOW Concessions for 4 th of July (this was probably all day???)	\$2,549.47
*ask Erin @ CRC for more info if needed	
2 independent vendors contracted for Concerts in the Park + July 4th	\$ 201.22
Kona Ice = \$119.46 Total	
June Concerts = \$41.00	
July Concerts = \$78.46	
August Concert = \$00.00	
All Time Favorites, #3877 = \$81.76	
June Concerts = \$30.03	
July Concerts = \$51.73	
August Concert = \$00.00	
Oktoberfest (9/15) – 10 retail vendors	\$ 253.13
Dash of the Dead (10/20) 2 retail vendors	\$ 2.50
Windsor Wonderland (12/1) – 3 retail vendors:	\$ 36.85

SPECIAL EVENTS IN OTHER LOCATIONS:

Wine Festival (8/25) \$1,168.97 Held at Main Park (all 30 vendors paid)
Harvest Festival (9/01-03) \$2,693.69 Held at Main Park (Total of 93 vendors and sent collection letters to 9 of those who were non-filers. As of 1/3/13, there are 2 remaining non-filers)
Harvest Festival @ Eastman Park (car show) = \$63.82
Harvest Festival @ Diamond Valley (mud vball) = \$26.78
Christmas in Windsor @ Rec Center = \$1,965.90



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Joseph P. Plummer, AICP, Director of Planning
Re: Follow-up on Inactive Development Projects
Item #: D-2.a

Background / Discussion:

At the November 5, 2012 work session, staff presented the results of the meeting that was held with developers relative to the status of development projects that have been inactive for more than two years. The questions that were discussed at the work session, as well as staff's subsequent analyses of these questions, are as follows:

Q.1. Are there any fiscal impacts associated with keeping inactive projects on the current projects list?

A.1. Any fiscal impact associated with keeping inactive projects on the current projects list is nominal since these line items simply "roll over" automatically on the current projects list with minimal staff time or resources required to monitor them;

Q.2. Once re-activated, should these projects be required to meet current development standards since some development standards have changed since these inactive projects were last reviewed?

A.2. Yes;

Q.3. Should neighborhood meetings and property postings be required at the time these projects are reactivated?

A.3. Yes;

Q.4. What are the developers expectations relative to continuing with their projects, and if it is their desire to do so, when do they anticipate reactivating them?

A.4. Please see responses on the following page on outreach to developers.

Outreach to Developers:

Even though there are nineteen inactive types of land uses listed on the current projects list, only seven developers are associated with these types of inactive projects. In December staff reached out to these seven developers, and the results of this outreach are as follows:

Meetings: Staff was able to meet with five of the developers, and the results of those conversations are as follows:

- All of the developers agreed that, based upon the past reviews and any relevant approvals, current development standards, neighborhood meetings and property postings will need to be followed in accordance with the provisions of the Municipal Code;
- Two of the developers have already reactivated their projects with resubmittals being prepared to be submitted to the planning department;
- Two of the developers are planning on developing their projects as these were originally filed but would like to defer any resubmittals until they are more confident in the residential housing market, ability to obtain capital, etc., with these anticipated deferrals being between one and four years from now; and
- The remaining developer would like to reactivate some of his projects in the near future but is planning on withdrawing other ones because those are no longer feasible.

Remaining Projects: Staff was not able to meet with the remaining two developers, and the results of that outreach are as follows:

- One developer requested for his project to be removed from the current projects list due to his financial commitments in other projects in other areas, and this project has been removed from the current projects list; and
- After two outreach attempts with the other developer, staff has not received any communication from this developer. As such, this inactive project will remain on the current projects list until information on this project is received from this developer.

Recommendation: For staff to monitor the current projects list and continue to work with the developers to assist them with *either* reactivating their projects in their anticipated time frames *or* deleting any such projects from the current projects list.

Attachment: Current Projects List

Community Projects and Development -- Staff Deadline

Project	Planner Engineer	Type	Stage	Date		Meeting Staff Deadline	Neighbor- hood Mtg Date	PC SPP/PH Date	Ad & Posting Date	PC Action Item	TB SPP/PH Date	TB Action Item	Status Notes on Project
				Submittal Date	to Staff Date								
GREAT WESTERN 2ND ANNEX OIL & GAS FACILITIES (KODAK PAD SITE)	BW	CUG	INITIAL SUBMITTAL	1/8/13	1/10/13	3/1/13							Reviewing submittal
Project ID Number 2005_00007_0009													<input checked="" type="checkbox"/> Check if "Yes"
HIGHLAND MEADOWS 11TH FILING	SB	FINAL MAJOR SUB	INITIAL SUBMITTAL	1/9/13	1/10/13	2/22/13	2/28/13	11/5/12	12/6/2012		12/6/2012		Reviewing submittal
Project ID Number 1996_00005_0015													<input checked="" type="checkbox"/> Check if "Yes"
HIGHLAND MEADOWS, 11TH FILING - HIGHLAND MEADOWS TOWNHOMES	SB	FINAL SITE PLAN	INITIAL SUBMITTAL	1/9/13	1/10/13	2/22/13	2/28/13		12/6/2012		12/6/2012		Reviewing submittal
Project ID Number 1996_00005_0014													<input type="checkbox"/> Check if "Yes"
HILLTOP ESTATES, 2ND FILING (A Replat of Lots 61 & 62, Hilltop Estates Subdivision)	JO	LOT LINE ADJ	INITIAL SUBMITTAL	1/8/13	1/8/13	2/22/13	2/28/13						Reviewing submittal
Project ID Number 1986_00002_0026													<input type="checkbox"/> Check if "Yes"
HIGHLAND MEADOWS GOLF COURSE, 4TH FILING REZONING	SB	REZONING	SECOND SUBMITTAL	1/10/13	1/10/13	2/15/13	TBD	11/13/12					Reviewing corrections
Project ID Number 1996_00004_0026													<input checked="" type="checkbox"/> Check if "Yes"
HIGHLAND MEADOWS GOLF COURSE, 8TH FILING	SB	PRE/FINAL MAJ SUB	SECOND SUBMITTAL	1/10/13	1/10/13	2/15/13	11/8/12	11/13/12					Reviewing corrections
Project ID Number 1996_00004_0027													<input checked="" type="checkbox"/> Check if "Yes"
HIGHLAND MEADOWS GOLF COURSE, TRACT H - 2ND AMENDED MASTER PLAN	SB	AMD MASTER PLAN	SECOND SUBMITTAL	1/10/13	1/10/13	2/15/13	11/8/12						Reviewing corrections
Project ID Number 1996_00004_0028													<input type="checkbox"/> Check if "Yes"

TBD = To be determined; SPP = Site Plan Presentation; PH = Public Hearing; PC = Planning Commission; TB = Town Board

Project	Planner Engineer	Type	Stage	Date Submitted Date	Date to Staff Staff	Date Staff Deadline	Meeting w/ appl	Neighbor- hood Mtg Date	PC SPP/PH Date	Ad & Posting Date	PC Action Item	TB SPP/PH Date	TB Action Item	Status Notes on Project
FALCON POINT SUBDIVISION	DA DR	PREL MAJOR SUB	FOURTH SUBMITTAL	8/27/09	9/3/09	1/10/13	1/10/13	6/18/09						Awaiting corrections 9/9/09 Copy Severance on the memo. 8/27/09 project under review but not to be taken to the PH Rezoning apprvd. Mineral owners meeting held. 2/11/08 this is a Preliminary
GREAT WESTERN INDUSTRIAL PARK 7TH, LOT 2 - HALLIBURTON FRAC SAND TERMINAL	SB	ADMIN SITE PLAN	SECOND SUBMITTAL	11/30/12	11/30/12	12/21/12								Mylars and CD requested 1/4/13
HIGHLAND MEADOWS GOLF COURSE 9TH FILING (A Replat of Lots 7,8,9, Block 11 Highland Meadows GOLF Course Sub)	JO	MINOR SUBDIV	SECOND SUBMITTAL	12/11/12	12/11/12	12/21/12	TBD							Mylars and CD received 1/8/13 Mylars and CD requested 12/26/12
HIGHLANDS INDUSTRIAL PARK 1ST, BLOCK 6, LOT 1 - CROSSROADS SELF STORAGE	SB	ADMIN SITE PLAN	SECOND SUBMITTAL	12/4/12	12/4/12	12/21/12	TBD							Mylars and CD received 12/26/12 Mylars and CD requested 12-7-12 Provided engineering final comments addressed
RECX12-0117 - DOUGLAS LANGNER	JO	WELD COUNTY REF	INITIAL SUBMITTAL	12/5/12	12/5/12	12/14/12			1/16/2013		1/16/2013			Reviewing submittal
GREENSPIRE SUBDIVISION, BLOCK 20, LOTS 6-15 - GREENSPIRE FD PAD GAS & OIL FACILITIES	JO	CUG	INITIAL SUBMITTAL	11/2/12	11/6/12	12/7/12		12/11/12						Awaiting corrections
TRAUTMAN SUBDIVISION, 3RD FILING	BW	MINOR SUBDIV	INITIAL SUBMITTAL	10/9/12	10/10/12	11/16/12								Awaiting corrections - checkprints
WINDSHIRE PARK ANNEXATION AMENDED MASTER PLAN	BW	MASTER PLAN	SECOND SUBMITTAL	10/12/12	10/15/12	11/2/12	TBD		11/21/2012		11/21/2012	11/26/2012	11/26/12	Mylars and CD received 1/3/13 Mylars and CD requested 12/3/12 Correction Checkprints received for individual departments 11/16/12

<i>Project</i>	<i>Planner Engineer</i>	<i>Type</i>	<i>Stage</i>	<i>Submittal Date</i>	<i>Date to Staff</i>	<i>Date Staff Deadline</i>	<i>Meeting w/ appl</i>	<i>Neighbor-hood Mtg Date</i>	<i>PC SPP/PH Date</i>	<i>Ad & Posting Date</i>	<i>PC Action Item</i>	<i>TB SPP/PH Date</i>	<i>TB Action Item</i>	<i>Status Notes on Project</i>
WINDSHIRE PARK SUBDIVISION 3RD FILING, LOTS 1&2, BLOCK 32 - WINDSOR HOUSING AUTHORITY	BW	FINAL SITE PLAN	SECOND SUBMITTAL	10/10/12	10/15/12	11/2/12	TBD	<input type="checkbox"/>	11/21/2012		11/21/2012	11/26/2012	11/26/12	Mylars and CD requested 12/19/12 Correction Checkprints Received for individual departments 12/11/12
								Check if 'Yes'						
WINDSHIRE PARK SUBDIVISION, 3RD FILING	BW	FINAL MAJOR SUB	SECOND SUBMITTAL	10/10/12	10/15/12	11/2/12	TBD	9/13/12	11/21/2012		11/21/2012	11/26/2012	11/26/12	Mylars and CD received 1/3/13 Mylars and CD requested 11/5/12 Correction Checkprints received for individual departments 11/16/12
								<input checked="" type="checkbox"/>						
								Check if 'Yes'						
GREAT WESTERN INDUSTRIAL PARK SUBDIVISION 4TH FILING, L1, B1 - O-I PAD	BW	CUG	INITIAL SUBMITTAL	8/13/12	8/14/12	9/14/12		9/24/12	11/1/2012 PH		11/1/2012	11/13/2012 PH		Awaiting Drilling Plan and information ZC mailed 11-26-12 Approved
								<input checked="" type="checkbox"/>						
								Check if 'Yes'						
GREAT WESTERN 2ND ANNEX - DIAMOND VALLEY/GREAT WESTERN GAS & OIL FACILITIES	BW	CUG	INITIAL SUBMITTAL	7/27/12	8/1/12	8/31/12								Reviewing submittal Transmittal letter & comments emailed 9-5-12
								<input checked="" type="checkbox"/>						
								Check if 'Yes'						
WINDSOR HIGHLANDS 9TH ANNEXATION - ARMY RESERVE	BW	SITE PLAN FAST TRACK	INITIAL SUBMITTAL	7/20/12	7/25/12	7/31/12								Awaiting corrections
								<input type="checkbox"/>						
								Check if 'Yes'						
GREAT WESTERN INDUSTRIAL PARK 3RD L 1 B 1 - VESTAS PHASE IX	SB	ADMIN SITE PLAN	SECOND SUBMITTAL	5/10/12	5/14/12	6/8/12	TBD							Mylars and CD requested 6/20/12
								<input type="checkbox"/>						
								Check if 'Yes'						
WESTWOOD VILLAGE 2ND, TRACT B - OIL & GAS FACILITIES (EVERITT)	JO	CUG	INITIAL SUBMITTAL	4/6/12	4/11/12	5/4/12								Reviewing submittal
								<input checked="" type="checkbox"/>						
								Check if 'Yes'						
WATER VALLEY SOUTH 9TH, LOTS 1 & 2, MAN CAVES	SB	ADMIN SITE PLAN	INITIAL SUBMITTAL	3/16/12	3/21/12	4/20/12	4/26/12							Awaiting corrections Applicant cancelled review meeting
								<input type="checkbox"/>						
								Check if 'Yes'						

<i>Project</i>	<i>Planner Engineer</i>	<i>Type</i>	<i>Stage</i>	<i>Submittal Date</i>	<i>Date to Staff</i>	<i>Staff Deadline</i>	<i>Meeting w/ appl</i>	<i>Neighbor-hood Mtg Date</i>	<i>PC SPP/PH Date</i>	<i>Ad & Posting Date</i>	<i>PC Action Item</i>	<i>TB SPP/PH Date</i>	<i>TB Action Item</i>	<i>Status Notes on Project</i>
HIGHLAND MEADOWS GOLF COURSE 2ND, TRACTS G-3 & G-4 EVENTS VENUE	DA DR	ADMIN SITE PLAN	INITIAL SUBMITTAL	3/16/11	3/17/11	4/15/11	4/21/11	<input type="checkbox"/>						Awaiting corrections 3/22/12 Meeting with Jon, Barb, and Emily. As builts will be submited. 3/9/12 Email sent to Emily at HM. 2/29/12 spoke to Emily at HM - send an email with transmittal attached.
PROVIDENCE FARM ANNEXATION	DA	ANNEX	INITIAL SUBMITTAL	11/5/10	12/14/10	1/28/11	2/3/11	12/23/10	<input checked="" type="checkbox"/>					Awaiting corrections 4/12/11 annex agreement sent to the applicant
HIGHLAND MEADOWS GOLF COURSE SUBDIVISION, THIRD FILING, LOT 2 - AMENDED SITE PLAN - TENNIS CLUBHOUSE	DA DR	ADMIN SITE PLAN	THIRD SUBMITTAL	5/22/09	5/28/09	6/19/09	TBD	<input type="checkbox"/>						Awaiting corrections No agreement needed Need info for Safebuilt - received.
ESTATES AT HARMONY RIDGE ANNEXATION	EF DR	ANNEX	INITIAL SUBMITTAL	5/2/08	5/8/08	7/25/08	7/31/08	5/15/08	<input checked="" type="checkbox"/>					Awaiting corrections
ESTATES AT HARMONY RIDGE MASTER PLAN	EF DR	MASTER PLAN	INITIAL SUBMITTAL	5/2/08	5/8/08	7/25/08	7/31/08	<input type="checkbox"/>						Awaiting corrections
HARMONY RIDGE ANNEXATION	EF DR	ANNEX	INITIAL SUBMITTAL	4/4/08	4/10/08	6/27/08	7/10/08	5/15/08	<input checked="" type="checkbox"/>					Awaiting corrections
HARMONY RIDGE SUBDIVISION	EF DR	PREL MAJOR SUB	INITIAL SUBMITTAL	4/4/08	4/10/08	6/27/08	7/10/08	5/15/08	<input checked="" type="checkbox"/>					Awaiting corrections
HARMONY RIDGE SUBDIVISION MASTER PLAN	EF DR	MASTER PLAN	INITIAL SUBMITTAL	4/4/08	4/10/08	6/27/08	7/10/08	<input type="checkbox"/>						Awaiting corrections

<i>Project</i>	<i>Planner Engineer</i>	<i>Type</i>	<i>Stage</i>	<i>Submittal Date</i>	<i>Date to Staff</i>	<i>Staff Deadline</i>	<i>Meeting w/ appl</i>	<i>Neighborhood Mtg Date</i>	<i>PC SPP/PH Date</i>	<i>Ad & Posting Date</i>	<i>PC Action Item</i>	<i>TB SPP/PH Date</i>	<i>TB Action Item</i>	<i>Status Notes on Project</i>
POUDRE HEIGHTS SUBDIVISION AMENDED MASTER PLAN	DA DR	AMD MASTER PLAN	FOURTH SUBMITTAL	4/11/08	4/17/08	6/20/08	TBD	<input type="checkbox"/> Check if 'Yes'						Awaiting corrections
POUDRE HEIGHTS SUBDIVISION SECOND FILING - REZONING	DA DR	REZONING	FIFTH SUBMITTAL	4/11/08	4/17/08	6/20/08	TBD	<input type="checkbox"/> Check if 'Yes'	12/2/2004 PH	11/12/04				Awaiting corrections The 12/2/04 PC Public Hearing was a 'no-action' public hearing.
POUDRE HEIGHTS SUBDIVISION, THIRD FILING	DA DR	FINAL MAJOR SUB	SECOND SUBMITTAL	4/11/08	4/17/08	6/20/08	7/24/08	<input checked="" type="checkbox"/> Check if 'Yes'						Awaiting corrections 5/18/11 extension approved until 6/3/12 with a COA that a Neighborhood Meeting is required per the Ordinance. 6/3/10 extension approved until 6/3/11
POUDRE HEIGHTS SUBDIVISION, THIRD FILING - SITE PLAN	DA DR	FINAL SITE PLAN	SECOND SUBMITTAL	4/11/08	4/17/08	6/20/08	7/24/08	<input type="checkbox"/> Check if 'Yes'						Awaiting corrections 5/18/11 extension approved until 6/3/12 6/3/10 extension approved until 6/3/11 6/4/09 extension approved until 6/4/10 Preliminary approved 7/19/06 PC
NORTHLAKE SUBDIVISION	EF DR	PREL MAJOR SUB	INITIAL SUBMITTAL	4/4/08	4/10/08	6/13/08	7/10/08 10:30am	5/15/08 <input checked="" type="checkbox"/> Check if 'Yes'						Awaiting corrections
NORTHLAKE SUBDIVISION MASTER PLAN	EF DR	MASTER PLAN	INITIAL SUBMITTAL	4/4/08	4/10/08	6/13/08	7/10/08 10:30am	<input type="checkbox"/> Check if 'Yes'						Awaiting corrections
NORTHLAKE SUBDIVISION REZONING	EF DR	REZONING	INITIAL SUBMITTAL	4/4/08	4/10/08	6/13/08	7/10/08 10:30am	5/15/08 <input checked="" type="checkbox"/> Check if 'Yes'						Awaiting corrections
HOEHNE SUBDIVISION, THIRD FILING	EF DR	PREL MAJOR SUB	INITIAL SUBMITTAL	7/6/07	7/12/07	8/31/07	9/13/07	9/27/07 <input checked="" type="checkbox"/> Check if 'Yes'						Awaiting corrections Will not expire as the preliminary has not yet been approved.

<i>Project</i>	<i>Planner Engineer</i>	<i>Type</i>	<i>Stage</i>	<i>Submittal Date</i>	<i>Date to Staff</i>	<i>Staff Deadline</i>	<i>Meeting w/ appl</i>	<i>Neighbor-hood Mtg Date</i>	<i>PC SPP/PH Date</i>	<i>Ad & Posting Date</i>	<i>PC Action Item</i>	<i>TB SPP/PH Date</i>	<i>TB Action Item</i>	<i>Status Notes on Project</i>
THE OXBOW ON THE RIVER - AMENDED MASTER PLAN (portions of River Ridge, Raindance and Windsor Highlands 2)	EF CT	AMD MASTER PLAN	INITIAL SUBMITTAL	10/20/06	10/26/06	1/5/07	1/18/07	<input type="checkbox"/> Check if 'Yes'						Awaiting corrections
				Project ID Number 1994_00012_0002										
THE OXBOW ON THE RIVER SUBDIVISION	EF CT	PREL MAJOR SUB	INITIAL SUBMITTAL	10/20/06	10/26/06	1/5/07	1/18/07	<input type="checkbox"/> Check if 'Yes'	12/7/2006 PH	11/16/06				Awaiting corrections Will not expire as the preliminary has not yet been approved.
				Project ID Number 1994_00012_0004										
THE OXBOW ON THE RIVER SUBDIVISION - REZONING	EF CT	REZONING	INITIAL SUBMITTAL	10/20/06	10/26/06	1/5/07	1/18/07	<input type="checkbox"/> Check if 'Yes'	12/7/2006 PH	11/16/06				Awaiting corrections
				Project ID Number 1994_00012_0003										

<i>Project</i>	<i>Planner Engineer</i>	<i>Type</i>	<i>Stage</i>	<i>Date Submittal to Staff Date</i>	<i>Date Staff Deadline</i>	<i>Meeting w/ appl</i>	<i>Neighbor-hood Mtg Date</i>	<i>PC SPP/PH Date</i>	<i>Ad & Posting Date</i>	<i>PC Action Item</i>	<i>TB SPP/PH Date</i>	<i>TB Action Item</i>	<i>Status Notes on Project</i>
Total Number of Projects:		50	Assigned to Engineering Only:		21								
Scott	Diana	Elizabeth	Site Plans										
4	2	0	SPA - Administrative Site Plan										
0	0	0	SPFT - Qualified Commercial and/or Industrial Site Plan										
0	0	0	PSP - Preliminary Site Plan										
1	1	0	FSP - Final Site Plan										
			Subdivisions										
0	1	4	PSUB - Preliminary Major Subdivision										
1	1	0	FSUB - Final Major Subdivision										
1	0	0	PFSUB - Preliminary/Final Major Subdivision										
0	0	0	MIN - Minor Subdivision										
			Other										
0	1	2	ANX - Annexation										
0	0	3	MP - Master Plan										
1	1	2	REZ - Rezoning										
1	1	1	AMP - Amended Master Plan										
0	0	0	CUG - Conditional Use Grant										
0	0	0	LLA - Lot Line Adjustment										
0	0	0	VAR - Variance										
0	0	0	SNVAR - Sign Variance										
0	0	0	WAV - Waiver										
0	0	0	SNWAV - Sign Waiver										
0	0	0	HREV - Building Height Review										
0	0	0	Check Print										
0	0	0	Correction Plat										
0	0	0	Land Use										
			Referrals										
0	0	0	Weld County										
0	0	0	Larimer County										
0	0	0	Greeley										
0	0	0	Severance										
0	0	0	Timnath										
0	0	0	Johnstown										
0	0	0	Loveland										
0	0	0	Utility Site Plan										
9	8	12	Total										



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture
Re: 2012 Neighborhood Parks Final Report
Item #: Communications

Background / Discussion:

The 2012 Budget included funds to complete the design of three neighborhood parks:

1. Brunner Farm Park
2. Poudre Heights Parks
3. Northern Lights Park

As well as to construct three parks:

1. Bison Ridge Park
2. Brunner Farm Park
3. Poudre Heights Park

Construction is complete with final payment due to be released on February 1, 2013. The one year warranty period extends to approximately the end of November.

Financial Impact:

Both components of the project came in under budget:

	Budget	Actual	(Over)/Under
Design	\$83,000	\$59,425	\$23,575
Construction	\$1,900,417	\$1,811,796	\$88,621
Total	\$1,983,417	\$1,871,221	\$112,196

As a reminder, the bidding process in 2012 included a bid guarantee for Northern Lights Park to be constructed in 2013. The contract has been awarded to the low bidder, DesignScapes. Project total is \$982,431 which includes a bid of \$883,120 plus permits, testing and contingency. Construction should be complete in early summer.

Relationship to Strategic Plan:

Goal 1.F.

Recommendation:

N/A

Attachments:

- b. Neighborhood Parks 2012 Final Financial Report

Neighborhood Parks Construction 2012

Design Project Budget			
Site		Budget	Actual
Bison Ridge Park		\$0.00	\$0.00
Poudre Heights Park		\$30,000.00	\$21,606.80
DHM Design (03-23-12)			\$5,587.17
DHM Design (05-04-12)			\$9,396.79
DHM Design (06-08-12)			\$6,622.84
Brunner Farm Park		\$23,000.00	\$14,547.39
DHM Design (03-23-12)			\$3,761.66
DHM Design (04-20-12)			\$6,326.54
DHM Design (05-22-12)			\$4,459.19
Northern Lights Park		\$30,000.00	\$23,270.81
DHM Design (03-23-12)			\$6,017.43
DHM Design (04-20-12)			\$10,120.42
DHM Design (05-22-12)			\$7,132.96
TOTAL		\$83,000.00	\$59,425.00

Construction Project Budget			
Site		TOW Budget Estimate	Actual
Bison Ridge Park		\$330,417.00	\$461,019.03
Poudre Heights Park		\$1,170,000.00	\$931,497.01
Brunner Farm Park		\$400,000.00	\$419,279.89
TOTAL		\$1,900,417.00	\$1,811,795.93

Bison Ridge Park Details			
Date	Description	Other Invoices	McCauley Invoices
6/8/2012	Olsson Associates	\$3,500.00	
6/29/2012	Terracon Consultants	\$3,000.00	
9/12/2012	McCauley - Application for Payment #1		\$47,256.48
9/14/2012	TOW Planning Dept - permit	\$53.46	
9/21/2012	FCLWD/SFCSD - water tap	\$41,422.00	
9/30/2012	McCauley - Application for Payment #2		\$29,730.88
10/12/2012	CDPHE	\$245.00	
10/19/2012	Terracon Consultants - Geo Testing	\$2,147.75	
10/31/2012	McCauley - Application for Payment #3		\$157,717.63
11/21/2012	Terracon Consultants - Geo Testing	\$1,942.45	
11/30/2012	McCauley - Application for Payment #4		\$152,983.14
12/12/2012	Aqua Engineering	\$299.71	
12/21/2012	Terracon Consultants - Geo Testing	\$312.00	
1/18/2013	Coloradoan Media Group	\$3.88	
1/24/2013	McCauley - Application for Payment #5		\$20,404.65
Bison Ridge Total		\$52,926.25	\$408,092.78

Poudre Heights Park Details			
Date	Description	Other Invoices	McCauley Invoices
9/12/2012	McCauley - Application for Payment #1		\$183,425.68
9/14/2012	TOW Planning Dept - permit	\$87.48	
9/21/2012	Hines, Inc. - Irrigation Submittal Review	\$425.00	
9/28/2012	Xcel Energy - gas line lowering	\$1,430.00	
9/28/2012	Hines, Inc. - professional services	\$212.50	
9/30/2012	McCauley - Application for Payment #2		\$104,763.77
10/12/2012	CDPHE	\$245.00	
10/15/2012	DHM Design	\$125.00	
10/19/2012	Terracon Consultrants - Geo Testing	\$2,481.00	
10/26/2012	Solsbury Hill (DBC Irrigation)	\$1,652.53	
10/31/2012	McCauley - Application for Payment #3		\$310,217.56
11/21/2012	Terracon Consultrants - Geo Testing	\$3,888.20	
11/30/2012	McCauley - Application for Payment #4		\$275,812.62
12/21/2012	Terracon Consultrants - Geo Testing	\$69.50	
12/31/2012	Hines, Inc.	\$350.00	
1/18/2013	Coloradoan Media Group	\$3.88	
1/24/2013	McCauley - Application for Payment #5		\$46,307.29
Poudre Heights Total		\$10,970.09	\$920,526.92

Neighborhood Parks Construction 2012

Brunner Farm Park Details		Other Invoices	McCauley Invoices
Date	Description		
9/12/2012	McCauley - Application for Payment #1		\$11,840.49
9/14/2012	TOW Planning Dept - permit	\$38.88	
9/30/2012	McCauley - Application for Payment #2		\$96,718.25
10/12/2012	CDPHE	\$245.00	
10/19/2012	Terracon Consultrants - Geo Testing	\$616.55	
10/31/2012	McCauley - Application for Payment #3		\$145,643.96
11/13/2012	Xcel - Electrical Extension	\$1,350.00	
11/21/2012	Terracon Consultrants - Geo Testing	\$2,351.25	
11/30/2012	McCauley - Application for Payment #4		\$139,686.38
12/31/2012	Hines, Inc.	\$350.00	
1/18/2013	Coloradoan Media Group	\$3.88	
1/24/2013	McCauley - Application for Payment #5		\$20,435.25
Brunner Farm Total		\$4,955.56	\$414,324.33



MEMORANDUM

Date: January 28, 2013
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dean Moyer, Director of Finance & IT
Re: 2013 Audit Plan
Item #: Communications

Background / Discussion:

Enclosed you will find a document from our auditors, Anton, Collins, Mitchell LLP, describing their plan to conduct the 2012 audit. They asked that this included in your meeting packet. The document outlines the planned tasks and a timeline of when they will be completed. Some of the work has been started when they were here in December 2012, with a plan to return and finish in April 2013. The last two pages of the document are more of an advertising of services they provide rather than work they will perform on our audit.

Financial Impact:

We have budgeted \$32,000 for this service in the finance department for 2013.

	Budget	Proposed	Note
Revenue	\$0	\$	
Expense	\$32,000	\$	
Net	(\$32,000)	\$	

Relationship to Strategic Plan:

Indirectly affects most strategic goals.

Recommendation:

No recommendation, Board information only.

Attachments:

Audit planning document dated December 4, 2012.

Town of Windsor, Colorado

PLANNING

December 4, 2012



This presentation was prepared as part of our audit, has consequential limitations, is restricted to those charged with governance and, if appropriate, management, and is not intended and should not be used by anyone other than those specified parties.

Randy Watkins, Partner

Acsense

ACM
Anton Collins Mitchell LLP



December 4, 2012

To the Honorable Mayor and Town Board
Town of Windsor, Colorado
301 Walnut Street
Windsor, Colorado 80550

Professional standards require us to communicate with you regarding matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. The following documents various matters with respect to the planned scope and timing of the audit of the annual financial statements of The Town of Windsor, Colorado (the "Town") as of and for the year ending December 31, 2012.

Should you desire further information concerning these matters, we will be happy to meet with you at your convenience.

The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance and, if appropriate, management of the Town and is not intended and should not be used by anyone other than those specified parties.

Very truly yours,

Anton Collins Mitchell LLP

DISCUSSION OUTLINE

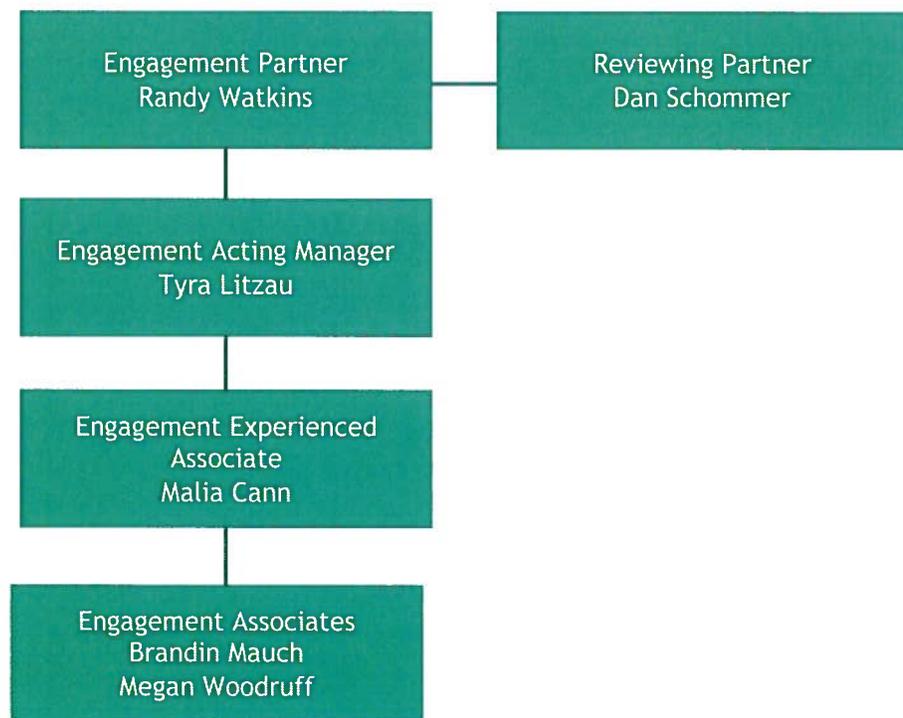
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- As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with OMB Circular A-133, we will examine, on a test basis, evidence about the Town's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement" applicable to each of its major federal programs for the purpose of expressing an opinion on the Town's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the Town's compliance with those requirements.
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	Dec	Apr	May
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Assess Overall Controls	√		
Determine Nature and Extent of Testing	√		
Planning Meeting with Those Charged with Governance	√		
Tests of Controls	√	√	
Substantive Testing (Interim and Final Phases)	√	√	√
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Review of Draft Financial Statements			√
Release of Final Financial Statements and Opinion			√

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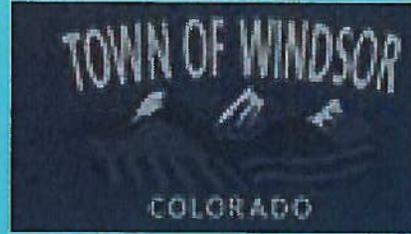
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Town of Windsor, Colorado

PLANNING

December 4, 2012



This presentation was prepared as part of our audit, has consequential limitations, is restricted to those charged with governance and, if appropriate, management, and is not intended and should not be used by anyone other than those specified parties.

Randy Watkins, Partner

Acsense

ACM
Anton Collins Mitchell LLP



December 4, 2012

To the Honorable Mayor and Town Board
Town of Windsor, Colorado
301 Walnut Street
Windsor, Colorado 80550

Professional standards require us to communicate with you regarding matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. The following documents various matters with respect to the planned scope and timing of the audit of the annual financial statements of The Town of Windsor, Colorado (the "Town") as of and for the year ending December 31, 2012.

Should you desire further information concerning these matters, we will be happy to meet with you at your convenience.

The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance and, if appropriate, management of the Town and is not intended and should not be used by anyone other than those specified parties.

Very truly yours,

Anton Collins Mitchell LLP

DISCUSSION OUTLINE

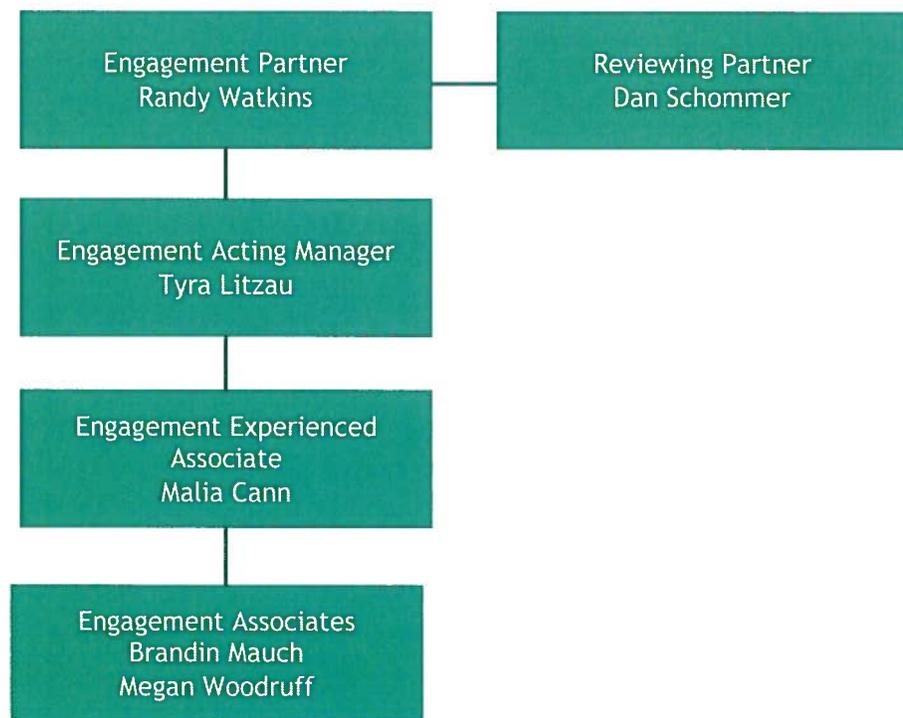
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