



TOWN BOARD REGULAR MEETING

January 13, 2014 - 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 & 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 Deputy Town Clerk prior to the start of the meeting.*

B. CONSENT CALENDAR

1. Minutes of the December 9, 2013 Regular Town Board Meeting – M. Lee
2. Report of Bills for December 2013 – D. Moyer
3. Resolution No. 2014-01 – A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings – P. Garcia
4. Resolution No. 2014-02 – A Resolution of the Windsor Town Board Adopting the Town of Windsor Museum Strategic Plan – C. Knight

C. BOARD ACTION

1. Ordinance No. 2013-1465 - Approving the Highland Meadows Golf Course Subdivision 8th Filing Rezoning – Jon Turner, President, Colorado 80 Holdings LLC, owner/Jim Birdsall, TB Group, owner's representative
Super-majority vote required for adoption on second reading

- Second Reading
 - Quasi-judicial
 - Staff presentation: Scott Ballstadt, Chief Planner
2. Public Hearing – Ordinance No. 2014-1466 – An Ordinance Repealing and Readopting Article I of Chapter 8 of the Windsor Municipal Code and Adopting by Reference the 2010 Edition of the “Model Traffic Code for Colorado with Amendments, Repealing all Ordinances in Conflict therewith, and Providing Penalties for Violation Thereof
 - Legislative action
 - Staff presentation: John Michaels, Chief of Police
 3. Ordinance No. 2014-1466 – An Ordinance Repealing and Readopting Article I of Chapter 8 of the Windsor Municipal Code and Adopting by Reference the 2010 Edition of the “Model Traffic Code for Colorado”, Promulgated by the Colorado Department of Transportation, Safety and Traffic Engineering Branch, 4201 East Arkansas Avenue, EP 700, Denver, Colorado 80222, with Amendments, Repealing all Ordinances in Conflict therewith, and Providing Penalties for Violation Thereof
 - First Reading
 - Legislative action
 - Staff presentation: John Michaels, Chief of Police
 4. Ordinance No. 2014-1467 – An Ordinance Amending Chapter 2, Article XII of the Windsor Municipal Code with Respect to Election Practices within the Town of Windsor
 - First Reading
 - Legislative action
 - Staff presentation: Patti Garcia, Town Clerk/Assistant to Town Manager
 5. Public Hearing - Conditional Use Grant proposing to apply Weld County E (Estate) zoning to 1201 Stone Mountain Drive - Clint and Erika Sattler, property owners/applicants
 - Quasi-judicial
 - Staff presentation: Scott Ballstadt, Chief Planner
 6. Conditional Use Grant proposing to apply Weld County E (Estate) zoning to 1201 Stone Mountain Drive - Clint and Erika Sattler, property owners/applicants
 - Quasi-judicial
 - Staff presentation: Scott Ballstadt, Chief Planner
 7. Resolution 2014-03 - A Resolution Approving An Intergovernmental Agreement Between The Town Of Windsor, Colorado, And The Windshire Park Metropolitan District With Respect To The Provisions Of Irrigation Water To Town-Owned Park Land Proposed For The Windshire Park Subdivision, And Authorizing The Mayor To Execute Same
 - Legislative Action
 - Staff presentation: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture
 8. Public Hearing – Approval of a Final Major Subdivision Plat for the Water Valley South Subdivision, 16th Filing – Mark Foster, Trollco, Inc./Water Valley, applicant
 - Quasi-judicial
 - Staff presentation: Josh Olhava, Associate Planner
 9. Resolution No. 2014-04 - Resolution of the Windsor Town Board Approving the Final Major Subdivision Plat for the Water Valley South Subdivision, 16th Filing in the Town of Windsor, Colorado – Mark Foster, Trollco, Inc./Water Valley, applicant
 - Quasi-judicial action
 - Staff presentation: Josh Olhava, Associate Planner

10. Resolution No. 2014-05 - A Resolution Authorizing the Conduct of a Mail Ballot Election for the Town of Windsor's Regular Municipal Election Scheduled for April 8, 2014
 - Legislative action
 - Staff presentation: Patti Garcia, Town Clerk/Assistant to Town Manager

D. COMMUNICATIONS

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

E. ADJOURN



TOWN BOARD REGULAR MEETING

December 9, 2013 - 7:00 P.M.

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

Minutes

A. CALL TO ORDER

Mayor Vazquez called the regular meeting to order at 7:05 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 Attorney	Ian McCargar
Director of Parks, Recreation & Culture	Melissa Chew
Town Clerk	Patti Garcia
Economic Development Manager	Stacy Johnson
Chief of Police	John Michaels
Director of Finance	Dean Moyer
Director of Planning	Joe Plummer
Director of Human Resources	Mary Robins
Director of Engineering	Dennis Wagner
Director of Public Works	Terry Walker
Chief Planner	Scott Ballstadt

2. Pledge of Allegiance

Mr. Rose 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 moved to approve the agenda as presented; Mayor Pro-Tem Melendez seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez Naves – None. Motion passed.

4. Board Liaison Reports

- Town Board Member Baker – Parks, Recreation & Culture Advisory Board; Cache La Poudre Trail Board Alternate
Mr. Baker reported PReCAB held a work session on December 3 to discuss the Collections Accession on tonight’s agenda and the Sheep Draw Conservation Easement. They meet next on January 7, 2014.
- Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority

Mr. Thompson reported the Planning Commission discussed proposed revisions to Chapter 17 of the Municipal Code, and approved the Preliminary Minor Subdivision for Water Valley South 17th Filing.

The Tree Board recognized Gene Morey as a Lifetime Member and presented him with a plaque commemorating 35+ years of service to the Tree Board. Tree Board Members will host a class on Tree Planting and Pruning at Clearview Library on January 21, 2014.

The Great Western Trail Authority discussed ongoing administrative matters at their most recent meeting. They are anticipating an early January release for the Trail Improvement Bid package.

- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
Mayor Pro-Tem Melendez told members the DDA will meet next on December 11 at 7:30 a.m.

The Chamber of Commerce cancelled their last monthly meeting. Windsor Wonderland was a success despite the cold temperatures. Over 400 children came to see Santa arrive on the train, which was a unique experience. Ms. Melendez thanked sponsors of the event.

- Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
Mr. Rose told members the Water & Sewer Board will meet on December 11 at 6:30 a.m.
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
Mr. Bishop-Cotner reported the Historic Preservation Commission will meet on December 11 as well as on December 16 with the Town Board for a Joint Work Session; The Clearview Library is meeting this evening to discuss long-range planning.
- Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
Mr. Adams was unable to attend the last Cache La Poudre Trail Board meeting due to illness; SALT will meet on December 12, 2013 at 6:00 p.m.
- Mayor Vazquez – North Front Range/MPO
Mayor Vazquez reported the MPO will meet on December 12.

5. Public Invited to be Heard

Mr. Ron Lauer addressed the Board asking who made the decision to fund the mill feasibility study using taxpayer money, stating review of the minutes of previous meetings

do not answer this question. He added he never asked for this to happen. The Mayor stated the DDA and the Town are collaboratively seeking a means to identify a way to make some decisions and move the project forward. Mr. Arnold noted the DDA designated the Mill Feasibility Study in their budget, which was then approved by the Town Board. Mayor Vazquez reiterated the Town's desire to move forward with work at the Mill.

B. CONSENT CALENDAR

1. Minutes of the November 25, 2013 Regular Town Board Meeting – M. Lee
2. Resolution No. 2013-73 - Vacating a five (5) foot utility easement located twenty (20) feet east of the western property line of Lot 4 of the Water Valley South Subdivision, Third Filing – B. Walker
3. Report of Bills for November 2013 – D. Moyer
4. Approval of Windsor Joint Fuel Tank Facility 2014 Budget – D. Moyer
5. Resolution No. 2013-74 - A Resolution Approving the Accession of Items to the Permanent Collection of the Town of Windsor Museum, Windsor, Colorado – K. Heidsiek

Town Board Member Thompson moved to approve the Consent Calendar as presented; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez Nays – None. Motion passed.

C. BOARD ACTION

NOTE: the official record of this evening's proceedings shall include applications, staff memos and recommendations, packet materials and supporting documents, and all testimony received.

1. Ordinance No. 2013-1464 - An Ordinance Repealing, Amending and Re-Adopting Chapter 16, Article XXVII of the Windsor Municipal Code with Respect to Flood Damage Prevention Measures Applicable to Land Use Practices within the Town of Windsor

Super-majority vote required for adoption on second reading

- Second Reading
- Legislative action
- Staff presentation: Dennis Wagner, Director of Engineering

Mayor Pro-Tem Melendez moved to approve Ordinance 2013-1464; Town Board Member Bishop-Cotner seconded the motion.

Mr. Wagner briefly reviewed the details of the Ordinance and defined the specifics of the proposed changes. He reminded Board Members these amendments are required by the State for participation in the national flood insurance program. Mr. Wagner noted there have been no changes since first reading. Mayor Pro-Tem Melendez asked if any comments had been received from the development community; Mr. Wagner answered there had not.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

2. Public Hearing - Ordinance No. 2013-1465 - Approving the Highland Meadows Golf Course Subdivision 8th Filing Rezoning – Jon Turner, President, Colorado 80 Holdings LLC, owner/Jim Birdsall, TB Group, owner’s representative

- Quasi-judicial
- Staff presentation: Scott Ballstadt, Chief Planner

Town Board Member Adams moved to open the public hearing; Mayor Pro-Tem Melendez seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

Mr. Ballstadt began his presentation by stating items 2-6 all deal with Highland Meadows Golf Course Subdivision, and some of the information presented may be repeated when discussing the following items. He then presented an over view of the rezoning request, including zoning boundaries, proposed uses and density, and development / approval timelines. He clarified the rezoning application proposes minimal changes, and pointed out the limited areas that would be affected.

Mr. Ballstadt individually addressed comments and concerns raised at neighborhood meetings for review by the Board. He noted that at their November 20, 2013 meeting, the Planning Commission recommended approval of the rezoning subject to all remaining redline comments being addressed.

Mr. Baker asked what would happen if the rezoning was not approved. Mr. Ballstadt responded the current zoning already allows for the proposed uses; he presented a side-by-side comparison of the current Master Plan and the proposed rezoning for clarification. He also defined allowed uses within the RMU zoning classification, including height restrictions within that classification.

Mr. Thompson asked if the proposal complies with trails and parks requirements. Mr. Ballstadt responded the proposal has been reviewed by the Town Forrester, and trails, parks and open space requirements have been addressed.

Mr. David Valenta spoke briefly to the Board asking what would happen along Colonial Drive. Mr. Ballstadt pointed out Colonial Drive on the map and stated RMU zoning currently in place would remain unchanged. He also pointed out the area closest to Colonial Drive where a change has been requested.

Mr. Jon Turner approached the Board to confirm Mr. Ballstadt’s presentation accurately represents his rezoning proposal, and he has no objections to the conditions of approval.

Mayor Pro-Tem Melendez moved to close the public hearing; Town Board Member Thompson seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

3. Ordinance No. 2013-1465 - Approving the Highland Meadows Golf Course Subdivision 8th Filing Rezoning – Jon Turner, President, Colorado 80 Holdings LLC, owner/Jim Birdsall, TB Group, owner’s representative
- First Reading
 - Quasi-judicial
 - Staff presentation: Scott Ballstadt, Chief Planner
- Mayor Pro-Tem Melendez moved to approve Ordinance 2013-1465; Town Board Member Thompson seconded the motion.**

Mr. Ballstadt reiterated Planning Commission’s recommendation for approval. Mr. Baker commented he hopes to increase the notification perimeter for land use discussions in 2014. He added he feels this will be a nice addition to the community.

Roll call on the vote resulted as follows:

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

4. Resolution No. 2013-75 - Ratifying, Approving and Confirming the Terms and Conditions of the Highland Meadows Golf Course Subdivision Tract H Second Amended Master Plan – Jon Turner, President, Colorado 80 Holdings LLC, owner/Jim Birdsall, TB Group, owner’s representative
- Quasi-judicial
 - Staff presentation: Scott Ballstadt, Chief Planner
- Mayor Pro-Tem Melendez moved to approve Resolution 2013-75; Town Board Member Adams seconded the motion.**

Mr. Ballstadt reported this is an extension of the previous Action item, dealing specifically with approval of the Amended Master Plan. He delineated proposed changes in density, water and sanitation capacity, and land uses, and reviewed the side-by-side comparison of changes. He added the Planning Commission recommended approval of this Resolution at its November 20, 2013 meeting.

Roll call on the vote resulted as follows:

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

5. Public Hearing – Resolution No. 2013-76 - A Resolution Approving the Final Plat for the Highland Meadows Golf Course Subdivision 8th Filing in the Town of Windsor, Colorado – Jon Turner, President, Colorado 80 Holdings LLC, owner/Jim Birdsall, TB Group, owner’s representative
- Quasi-judicial
 - Staff presentation: Scott Ballstadt, Chief Planner
- Town Board Member Baker moved to open the public hearing; Town Board Member Thompson seconded the motion. Roll call on the vote resulted as follows:**
Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nayes – None. Motion passed.

Mr. Ballstadt once again addressed the Board, noting this is an extension of the previous two action items, dealing specifically with approval of the Final Plat. He reviewed requirements for subdivision of property within the Town. He noted the proposal would yield 11 lots that would be available for development. Mr. Ballstadt briefly reviewed details of the proposal, and Planning Commission recommendations.

Mr. Adams asked which schools children living in this area would attend. Mr. Ballstadt commented this property is part of Thompson R2-J School District. Mr. Adams inquired if school of choice options would apply; Mr. Ballstadt responded they would.

Mr. Jon Turner approached the dais. He noted the school district boundary line between Poudre R-1 and Thompson R2-J is Colonial Drive. There were no questions or comments from the public.

**Mayor Pro-Tem Melendez moved to close the public hearing; Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nayes – None. Motion passed.**

6. Resolution No. 2013-76 - A Resolution Approving the Final Plat for the Highland Meadows Golf Course Subdivision 8th Filing in the Town of Windsor, Colorado – Jon Turner, President, Colorado 80 Holdings LLC, owner/Jim Birdsall, TB Group, owner’s representative

- Quasi-judicial
- Staff presentation: Scott Ballstadt, Chief Planner

Town Board Member Adams moved to approve Resolution 2013-76; Town Board Member Bishop-Cotner seconded the motion.

There were no additional questions or comments on the subject.

Roll call on the vote resulted as follows:

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

7. Resolution No. 2013-77 - A Resolution Approving the terms of a Secured Loan from the State of Colorado Water Conservation Board to the Town of Windsor Water Utility Enterprise for the Acquisition of Real Property and Water Rights, and the Construction of Water Delivery Infrastructure, and Authorizing the Town Manager to Execute Documents Necessary to Accomplish Same

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Mayor Pro-Tem Melendez moved to approve Resolution 2013-77; Town Board Member Baker seconded the motion.

Mr. Moyer addressed the Board reporting approval of this resolution is required as part of the loan process through The Colorado Water Conservation Board. He reminded Board Members of the loan in the amount of \$4,545,000 for a term of 20 years at 2.75% interest, earmarked for the Kyger Pit project. He added no funds will be drawn on the loan until the Town has signed agreements with the sellers.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

8. Resolution No. 2013-78 - A Resolution of the Windsor Town Board Pursuant to Section 9.1(A) Town of Windsor Home Rule Charter Appointing John P. Frey and Ian D. McCargar to Serve as Town Attorneys for the Town of Windsor, and Generally Affirming the Terms of Representation

- Legislative action
- Staff presentation: Ian D. McCargar, Town Attorney

Town Board Member Thompson moved to approve Resolution 2013-78; Town Board Member Bishop-Cotner seconded the motion.

Mr. McCargar explained this Resolution, if approved, would reappoint John Frey and himself as Town Attorneys with one significant change; Mr. McCargar would take up in-house office space at Town Hall, while Mr. Frey would retain his current offices in Fort Collins. A letter of engagement defines the agreement, and would be executed by the Mayor.

Mayor Pro-Tem Melendez expressed support of this move, and thanked Mr. McCargar for his continued partnership with the Town. Mayor Vazquez mirrored those sentiments.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

9. Resolution No. 2013-79 - A Resolution Ratifying, Approving, and Confirming the Terms and Conditions of the Employment Agreement, as Amended, between the Town of Windsor and Town Manager Kelly E. Arnold

- Legislative action
- Staff presentation: Kelly Arnold, Town Manager

Town Board Member Adams moved to approve Resolution 2013-79; Town Board Member Bishop-Cotner seconded the motion.

Mr. Arnold briefly addressed the Board, reviewing terms and conditions of an Employment Agreement between himself and the Town of Windsor. He expressed appreciation for the Board's on-going support.

Mr. Adams thanked Mr. Arnold for his service to the community. Mr. Thompson added one of the first town meetings he attended was the Town Manager Candidate Debate. He

stated a belief the Board made the right decision at that time, and he continues to support Mr. Arnold as Town Manager. Mayor Vazquez also expressed appreciation.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

10. Approval of Water Tank Bid

- Staff presentation: Dennis Wagner, Director of Engineering; Dean Moyer, Director of Finance; Terry Walker, Director of Public Works; Kelly Arnold, Town Manager
Mayor Pro-Tem Melendez moved to approve the Water Tank Bid as presented; Town Board Member Thompson seconded the motion.

Mr. Arnold prefaced Mr. Wagner's presentation by stating the original bid for the water tank project was too low. He noted the State of Colorado has agreed to accept a Grant application after the published due date, if the Town chooses this project as its top priority, and would fund the project up to \$200,000.00

Mr. Wagner reviewed the details of the original bid, and the ensuing changes to the project. He recapped current bids received, noting the bids were close, and he recommends moving forward with the project. Mr. Wagner also reviewed possible options to redesign the project, and costs / savings associated with said changes. He noted a 3 million gallon tank would best serve the community moving forward. Mr. Arnold added there may be some cost savings available; negotiations will take place with the winning bidder prior to construction.

Mr. Thompson asked what type contract would be issues for this project. Mr. Wagner responded each line item is variable, but there are options to address unforeseen conditions, which could potentially change the cost of the tank. Mayor Vazquez asked if blasting was required during the initial tank installation. Mr. Wagner answered it was not. Mr. Baker asked if the stated amount included grant monies. Mr. Arnold noted grant funds were included.

Mr. Moyer clarified the water fund accumulated tap fees will fund the Town's portion of the cost of this project. He explained tap fee totals are contingent upon the location (Water District) of new construction. He added these funds have been earmarked for expansion of the water delivery system. Mayor Pro-Tem called this a key project for the Town and voiced support and a desire to move forward. Mayor Vazquez called the project a need not for the future but for today.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

C. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar had no further communications.

2. Communications from Town Staff

Mr. Plummer thanked Board Members for attending the holiday banquet, and wished them happy holidays.

3. Communications from the Town Manager

Mr. Arnold briefly reviewed the Future Meetings Agenda, and clarified logistics for the upcoming meetings. He pointed out a de-annexation request, and scheduled a continuation of this evening's work session discussion.

4. Communications from Town Board Members

Mr. Adams commented he, Mayor Vazquez and Ms. Chew acted as judges for a Windsor High School government class competition. He congratulated the participants.

D. ADJOURN

Town Board Member Thompson moved to adjourn; Town Board Member Bishop-Cotner seconded the motion. All members voted yes. The meeting was adjourned at 8:22 p.m.

TOWN OF WINDSOR

REPORT OF BILLS

December, 2013

At the regular meeting of the Town Board of the Town of Windsor,
Colorado, held in the Town Hall Board Room on January 13, 2013
the following claims were presented, examined, and approved by the Windsor Town Board.

VENDOR	DESCRIPTION	FUND	AMOUNT
1st Bank of Northern Colorado	bi-weekly employee payroll deduction	HIF	4,475.91
1st Bank of Northern Colorado	bi-weekly employee payroll deduction	HIF	4,540.53
4 Rivers Equipment	blades, hardware, filter element, fuel cap, wing screw	FMF	505.76
Abco Contracting	WCR 13 bridge deck repair	CIF	153,599.57
AC Flag & Banner	flag pole repair CRC	FS	203.00
AFIMAC U S Inc	Course-Active Shooter	GF	300.00
Agfinity	fuel	FMF	12,558.95
All Four Seasons Towing	vehicle towed to PD for evidence	GF	135.50
Alpine Gardens	irrigation site work REA trail	PIF	171.25
Alsco Inc	rental linens	CRCF	52.25
Alsco Inc	rental linens	CRCF	82.50
American Planning Assoc	dues 2014	GF	688.00
Anderson Consulting Engineers	law basin west trib final design	SDF	17,572.93
Anderson, Joel	water refund	WF	33.11
Anderson, Joel	sewer refund	SF	20.00
Anderson, Joel	storm drain refund	SDF	5.45
Anton Collins Mitchell	Audit svcs, progress bill/interim	GF	8,000.00
Apex Legal Svc	will making classes	GF	276.00
Aqua Sierra Inc	2013 Aquatic Treatment system maintenance	GF	300.50
Arapahoe Rental	sod roller, chisel,compressor,stripper, plate compactor	GF	194.64
Arapahoe Rental	propane for unit 124	FMF	19.55
AT&T Mobility	Phone service PD/PW	GF	76.11
Auto truck group	color camera syst/monitor	GF	913.00
Auto truck group	color camera syst/monitor	WF	913.00
Auto truck group	color camera syst/monitor	SDF	913.00
B&G Equipment	air filters	FMF	115.16
Baker, Shareen	reservation refund	GF	15.00
Ballstadt, Scott	mileage reimb-misc business trips	GF	13.56
Bank of Colorado	4th qtr wellness awards, gift cards for FEMA contest	GF	1,125.00
Barefoot Farms Inc	Snow removal	GF	1,897.50
Beck, Chris	storm drain refund	SDF	5.65
BHA Design Inc	392/l-25 signs Nov 2013 pymt	CIF	347.50
Big R of Greeley	uniform	GF	128.01
Bird, Andrew	water refund	WF	113.27
Bird, Andrew	sewer refund	SF	60.00
Bird, Andrew	storm drain refund	SDF	14.40
Bob Harris Music	Senior new year's eve event	GF	400.00
Bobcat of the Rockies	seal kit	FMF	31.10
Bomgaars	step ladder	SF	115.99
Brewer, Shane	water refund	WF	27.72
Brewer, Shane	sewer refund	SF	20.00
Brewer, Shane	storm drain refund	SDF	2.20
Broida, Cathy	water refund	WF	50.34
Broida, Cathy	sewer refund	SF	40.00
Broida, Cathy	storm drain refund	SDF	10.56
BSN Sports	mesh sports panel, drag mat	GF	1,553.91
Bunting Disposal	trash service	GF	749.50
Bunting Disposal	trash service	CRCF	113.75
Bunting Disposal	trash service	SF	32.34
Canteen Refreshment Svcs	monthly coffee service	GF	155.26
Caroline Elliott	Jack-Pak messenger	WF	806.40
Carson-Robins, Mary	mileage reimb-personal leadership conf, Denver	GF	247.41
Cash-Wa Deist	kitchen supplies	CRCF	61.50

VENDOR	DESCRIPTION	FUND	AMOUNT
Cash-Wa Dist	concession supplies	GF	255.10
Centurylink	utilities	GF	502.91
Centurylink	utilities	SF	386.05
Centurylink	internet TH/CRC	GF	620.13
Centurylink	internet TH/CRC	CRCF	620.13
Centurylink	telephone svc	GF	185.65
Centurylink	telephone svc	CRCF	5.75
Centurylink	telephone svc	WF	0.25
Centurylink	internet	GF	425.60
Centurylink	internet	CRCF	480.07
Centurylink	internet	SF	106.42
Centurylink	internet	FS	48.39
Chadwick, Chelsea	license renewal refund	GF	10.00
Chellson, Michael	storm drain refund	SDF	7.99
Chematox Lab inc	blood alcohol test/blood screen	GF	245.00
Churchich Recreation	picnic tables for Main Park	CIF	10,000.00
Churchich Recreation	Chimney Park ADA components	CIF	1,992.97
CIRSA	workman's comp	GF	331.50
City of Ft. Collins	ice slicer	GF	21,236.86
City of Greeley	water purchased	WF	2,437.92
City of Greeley	Poudre Trail Manager funding	PIF	9,000.00
City of Greeley	Poudre Trail Meeley funding	CTF	9,000.00
City of Greeley	water purchased	WF	242.29
Clear Water Solutions	General water svcs/non-potable, Kern/WCSD Augmentation	Kern	6,946.12
CMS Mechanical svcs inc	furnance repair/inspection	SF	1,183.69
Colorado Analytical Lab	lab testing	SF	256.00
Colorado Dept of Revenue	sales tax payable	GF	14.00
Colorado Dept of Transportation	crosswalk Striping/signal work	PIF	7,100.00
Colorado Designscape Inc	northern lights park final payment	PIF	44,036.26
Colorado Health Medical group	drug testing/physicals	GF	93.00
Colorado Material Handling	wire storage cage/shelving-town attorney's office	CIF	2,640.69
Colorado Medical Waste Inc	New customer set-up, Bio-waste CRC	FS	75.00
Colorado Tree Coalition Inc	trees for tree sale	GF	1,530.00
Coloradoan Media Group	legal notices	GF	95.44
Coloradoan Media Group	legal Ad WWTP	SF	362.12
Comcast Cable	CRC cable/wireless	CRCF	238.40
Comcast Cable	internet svc	ITF	12.32
Comcast Cable	CRC cable/wireless	CRCF	247.90
Comcast Cable	high speed internet TH	ITF	209.90
Consort Display Group	crystal snow banners/brackets	GF	579.24
Coren Printing	printing-name plates/bus cards/bond sheets/name plate bases	GF	553.00
Country Johns	portable restroom svc	GF	510.00
CTL/Thompson	testing svc REA	PIF	90.00
CTL/Thompson	testing svc REA	CTF	452.50
CTL/Thompson	earthwork/copact testing Eastman park	PIF	90.00
Cummings, Doretta	water refund	WF	22.04
Cummings, Doretta	sewer refund	SF	20.00
Cummings, Doretta	storm drain refund	SDF	2.20
Custom On Site LLC	storm drain refund	SDF	7.80
Dana Kepner Co Inc	PVC Pipe,flange,glue,box	SF	186.00
Daniel Caulman	service call PD	FS	175.00
Data West Corp	water bills epay/billmaster	GF	160.00
Data West Corp	water bills epay/billmaster	ITF	1,200.00
Dataprint	utility billing services	WF	1,830.82
Dataprint	Nov utility billing	SF	1,476.93
Dataprint	Nov utility billing	SDF	1,476.94
Davinci Sign Systems Inc	diamond valley sign balance due	CIF	6,106.00
Dean Contracting	fence repair Eastman Pk vandalism	GF	500.00
Dean Pendleton	multi meter, bulb, tire inflator, long anvil impact	FMF	715.50
Digi Pix Signs	two signs for attorney's office	CIF	292.32
Digi Pix Signs	exhibit panels/Museum	GF	2,377.00
Dominos Pizza	computer class meal	FS	32.34
Don Kehn Construction	roadbase	GF	99.26
Don Kehn Construction	Capital Improvement Project 2013	PIF	2,436.86

VENDOR	DESCRIPTION	FUND	AMOUNT
Don Kehn Construction	Capital Improvement Project 2013	CIF	90,646.67
Don Kehn Construction	Capital Improvement Project 2013	WF	80,194.89
Duran, Erin	water refund	WF	74.27
Duran, Erin	sewer refund	SF	20.00
Duran, Erin	storm drain refund	SDF	4.60
Eaton Sales & Service	svc call Lift leaking	FMF	177.25
Eckstine Electric Co	clear stream emter vault	SF	11,067.00
Elite Awards	memorial bench plates	GF	36.50
Employer's Edge	profiles assessment website	GF	8,575.00
Enviropest	pest control	GF	90.00
Enviropest	pest control	WF	150.00
Enviropest	pest control	FS	112.00
Falcon Environmental Corp	repair parts for LS#2 WWTP	SF	185.46
Family Support Registry	wage assignment	GF	296.57
Family Support Registry	wage assignment	GF	296.57
Fanson, Robert	water refund	WF	22.23
Fanson, Robert	sewer refund	SF	20.00
Fanson, Robert	storm drain refund	SDF	2.20
Faris Machinery Co	brooms for sweepers	FMF	3,010.45
Fastenal Co	nipple	SF	3.34
Fastenal Co	eye, eye sling	FMF	26.83
Fastenal Co	hardware for new picnic tables	GF	42.66
Fastenal Co	picnic table mounting hardware	GF	19.71
Ferguson Enterprises	LED lights for downtown	GF	1,656.75
Fine Tree Service	risk tree pruning/removal	GF	15,975.00
FIRST	defibrillator pkgs	GF	7,702.19
Fiske, Clifford	storm drain refund	SDF	8.23
Force America Dist	sander module	FMF	440.40
Fort Collins-Loveland Water Dist	water purchased	GF	18.08
Fort Collins-Loveland Water Dist	water purchased	WF	31,423.14
Frachetti Engineering Inc	engineering svcs-RFP	Kern	2,053.75
Frey McCargar Plock & Root	legal svcs	GF	24,033.00
Front Range Event Rental	banquest linens	GF	87.12
Front Range Fire Protection Inc	annual fire inspection TH, PD	FS	4,090.00
Front Range Pool table co	pool table rebalancing	CRCF	150.00
Garcia, Patti	mileage reimb-CGFOA conf Breckenridge Nov 20-22 2013	GF	75.71
Garden Valley Vet Hospital	pet recovery/care	GF	558.00
Garner, Kristen	storm drain refund	SDF	22.28
General Air	welding supplies	GF	58.05
General Air	CO2 small bottle rental	FS	11.61
Golba, Robert	water refund	WF	11.89
Golf & Sport Solutions LLC	infield mix	CIF	5,731.00
GR Marlot & Assoc	memorial benches	PIF	3,175.00
Grainger	HVAC filters PD,lamps CRC	FS	701.58
Great Western Railway of Colo	pipeline crossings	GF	957.20
Great Western Railway of Colo	railroad crossing renewal work	CIF	34,165.93
Greeley Lock & Key	change BW conces storeroom door	GF	393.00
Greeley Lock & Key	door repair CRC, install new door closure TH, door repair	FS	647.25
Greeley Monument Works, inc	repairs at cemetery	GF	3,434.00
Habernicht, Mary	water refund	WF	30.97
Habernicht, Mary	sewer refund	SF	20.00
Habernicht, Mary	storm drain refund	SDF	5.40
Hach Environmental	ammonia, supplies	SF	434.56
Haven Builders	storm drain refund	SDF	6.23
Hayneedle	pool furniture	GF	3,399.77
Heartland	touch panel kit/diagnostic	GF	528.45
Hensley Battery	battery	FMF	79.84
Highland Meadows Golf Course	water for 2013 season	GF	1,079.63
Highland Park Lanes	adaptive bowling	GF	274.40
Hill Children's Adventures LLC	black Friday bricks 4 kidz	GF	318.50
Hillyard	tissue/paper twl/liners/labels/spill pad/deterg/bottle/trigger	FS	1,473.10
Hireright Solutions Inc	Nov 2013 Background checks	GF	616.28
Home Depot	lumber	GF	25.59
Home Depot	stakes for concrete forms,rebar caps, nails	CIF	156.93

VENDOR	DESCRIPTION	FUND	AMOUNT
Home Depot	pump oil	FMF	19.94
Home Depot	cabinet for Rag storage/CRC	FS	158.00
Ideal Fencing Corp	WCR 17 safety guard rail	CIF	58,356.82
Impulse Productions Inc	holiday staff party entertainment	GF	2,125.00
Industrial Container Services-CO	trash barrels	CIF	1,413.96
Interwest Consulting Group Inc	Cornerstone/Eastman Roundabout engineering services	CIF	2,079.50
Irritech LLC	filtration design/Windsor village	CIF	850.00
James Mock	Review svc plan Harmony Ridge	GF	2,920.00
Jax	uniform	GF	248.99
Jax	uniform/credit for return	SF	291.93
Johnson Drug Testing	Employee post accident testing	GF	75.00
Jordan, David	storm drain refund	SDF	4.92
Journey Homes	water refund	WF	56.35
Journey Homes	sewer refund	SF	20.00
Journey Homes	storm drain refund	SDF	2.20
JUB Engineers	WCR 21 bridge engineering svcs	CIF	9,201.87
Kelly Moore	Nov 2013 cheer class	GF	1,809.50
Kelly Moore	Dec 2013 cheer coaching	GF	1,051.40
Kenz & Leslie Dist	additives/lubricants for fleet	FMF	941.15
Kimball Midwest	fast dry solvent	FMF	71.88
Kimberly Emil	legal services/Town prosecutor	GF	5,295.00
Kimberly Emil, Attorney at Law	legal svcs-Town prosecutor	GF	4,590.00
King Soopers	supplies adapt class/events/senior events/staff development	GF	786.69
King Soopers	rental supplies	CRCF	23.99
King Soopers	senior coffee/picnic,banquest supplies,CARA swim volunteers	GF	345.96
King Soopers	rental supplies	CRCF	53.48
King Surveyors	River West Trail right of way	GF	386.00
Knapp, Andrew	water refund	WF	47.77
Knapp, Andrew	sewer refund	SF	20.00
Knapp, Andrew	storm drain refund	SDF	5.32
Kremser, Jaci	mileage reimbursement-recruiting events	GF	36.15
Lacus LLC	storm drain refund	SDF	1.57
Larimer County	OLOF report copies	GF	68.00
Larimer County Clerk & Recorder	filing fees-developmental agreement	GF	66.00
Larimer County Sales & Use Tax	use tax collections Nov 2013	GF	18,085.55
Lawerence Jones Custer Grasmick	legal svcs	GF	1,470.00
Lawson Products Inc	Misc nuts/bolts for shp	FMF	550.83
Lee, Mary	mileage reimb-town errands	GF	62.72
Lewan & Assoc	Vmware support, CISCO router implementation	ITF	3,743.22
Lewan & Assoc	23" monitor, 30 Dell computers	ITF	26,919.00
Lil' Flower Shop	flowers-sympathy/new baby	GF	145.90
Liley, Rogers & Martell	legal svcs	DDA	360.00
LL Johnson Dist Co	Spring tines	FMF	460.13
Mac Equipment	hose/nozzle guard	FMF	61.90
Manweilers	caulk, door stop, hardware, Parks Nov chgs	GF	207.50
Manweilers	battery/extension cord/Nov Parks charges	CIF	403.89
Manweilers	clamps, PVC connections	WF	4.63
Manweilers	wire, nuts, 120 volt receptals	FS	191.13
Marie Dotts	class	GF	252.00
Martin Homes	water refund	WF	48.86
Martin Homes	sewer refund	SF	40.00
Martin Homes	storm drain refund	SDF	9.96
Martin, Michael	storm drain refund	SDF	7.18
Melody Homes Inc	water refund	WF	54.79
Melody Homes Inc	water refund	WF	19.43
Melody Homes Inc	water refund	WF	17.73
Melody Homes Inc	water refund	WF	21.12
Melody Homes Inc	water refund	WF	42.48
Melody Homes Inc	water refund	WF	39.62
Melody Homes Inc	water refund	WF	61.61
Melody Homes Inc	water refund	WF	83.39
Melody Homes Inc	sewer refund	SF	20.00
Melody Homes Inc	sewer refund	SF	20.00
Melody Homes Inc	sewer refund	SF	20.00

VENDOR	DESCRIPTION	FUND	AMOUNT
Melody Homes Inc	sewer refund	SF	20.00
Melody Homes Inc	sewer refund	SF	60.00
Melody Homes Inc	sewer refund	SF	60.00
Melody Homes Inc	sewer refund	SF	60.00
Melody Homes Inc	sewer refund	SF	60.00
Melody Homes Inc	storm drain refund	SDF	2.20
Melody Homes Inc	storm drain refund	SDF	2.20
Melody Homes Inc	storm drain refund	SDF	2.20
Melody Homes Inc	storm drain refund	SDF	2.20
Melody Homes Inc	storm drain refund	SDF	6.80
Melody Homes Inc	storm drain refund	SDF	6.80
Melody Homes Inc	storm drain refund	SDF	6.80
Melody Homes Inc	storm drain refund	SDF	14.94
Michael Manning	Municipal court judge svcs Nov 2013	GF	1,400.00
Michael Richard	activated sludge samples	SF	350.00
Michael Todd & CO	road signs	GF	2,090.18
Miracle Recreation Equipment Company	main park playground improvements	CIF	29,364.00
Mity-lite	tables	CRCF	7,368.12
Moeck, Deborah	storm drain refund	SDF	4.99
Moos, Darren	water refund	WF	175.84
Moos, Darren	sewer refund	SF	60.00
Moos, Darren	storm drain refund	SDF	5.45
Morey's Glass & Metals	windshield	FMF	182.00
Morey's Glass & Metals	recut mirror unit 82, install windshield unit 18	FMF	286.00
Moser, Levi	reimb for SALT supplies	GF	19.99
My Office Etc	demo chairs	GF	1,718.93
Myron Corp	calendars	GF	152.09
Napa	gear oil, fuel filter, molding removal tools, trailer light kit, lube	FMF	1,087.53
National Alliance for Youth Sports	NYSCA coach certifications	GF	180.00
National Meter & Automation inc	annual svc agreement	WF	840.00
NCCG-Northern Colo Communication Group	HR advertising-open positions	GF	414.77
Newco	switches for generator	SF	130.70
North Colorado Medical Center	blood draws	GF	67.70
North Weld County Water Dist	water purchased	WF	55,381.36
Northstar Concrete Inc	memorial bench pads	GF	2,000.00
Northstar Concrete Inc	ADA playground transition	CIF	4,400.00
Nuwash, Norman	water refund	WF	54.98
Nuwash, Norman	storm drain refund	SDF	6.44
Occupational Health Centers	drug screening	GF	33.00
Office Depot	office supplies	GF	66.35
Office Depot	office supplies	GF	663.47
Office Depot	office supplies	CIF	159.40
Office Depot	office supplies	CRCF	2.83
Office Depot	office supplies	WF	164.73
Office Depot	office supplies	SF	19.35
Office Depot	office supplies	FMF	17.43
Office Depot	office supplies	ITF	4.24
Office Depot	office supplies	FS	23.60
Office Depot	office supplies	GF	110.96
Office Depot	office supplies	CIF	159.40
Office Depot	office supplies	CRCF	369.78
Office Depot	office supplies	ITF	2.71
Office Depot	office supplies	FS	5.40
Office Depot	office supplies	GF	32.34
OJ Watson Equipment	hydraulic fluid, blades and headlights	FMF	232.07
Old National Bank	Energy efficiency lease purchase	FS	3,455.41
Operator Certification Program	renewal of certificate	WF	90.00
O'Rielly Auto Parts	tub o Towels	FMF	11.99
Payflex System USA	Dec 2013 medical spending acct	GF	292.50
Peakview Homes	water refund	WF	48.91
Peakview Homes	sewer refund	SF	40.00
Peakview Homes	storm drain refund	SDF	4.40
Petty Cash	postage, awards	GF	70.84
Plummer, Joe	mileage reimb-misc business trips	GF	20.91

VENDOR	DESCRIPTION	FUND	AMOUNT
Poudre Valley REA	utilities	GF	318.34
Poudre Valley REA	utilities	WF	31.24
Poudre Valley REA	utilities	SF	366.11
Poudre Valley REA	utilities	GF	5,521.43
Poudre Valley REA	utilities	WF	32.08
Poudre Valley REA	utilities	SF	16,062.67
Poudre Valley REA	utilities	GF	3,368.75
Poudre Valley REA	utilities	WF	1,338.10
Power to Play Sports	Fall elague 3 teams	GF	735.00
Queen, Bryan	water refund	WF	23.77
Queen, Bryan	sewer refund	SF	20.00
Queen, Bryan	storm drain refund	SDF	2.20
Reed, Matthew	water refund	WF	73.50
Reed, Matthew	sewer refund	SF	40.00
Reed, Matthew	storm drain refund	SDF	11.16
Rex Oil	mini bulbs	FMF	12.01
Rex Oil	oil kits	FMF	314.80
Rex Oil	mini bulbs, windshield washer	FMF	156.26
Richter, Keith	water refund	WF	27.97
Richter, Keith	sewer refund	SF	20.00
Richter, Keith	storm drain refund	SDF	4.72
Rob Wilson's Custom painting	attorney's door TH	CIF	150.00
Rockey Company	waterbee pedal boats	GF	2,298.00
Rocky Mountain Recreation Inc	poured inplace surfacing ADA/Main Park Con	CIF	54,285.00
Rocky Mountain Wildlife Svcs	prairie dog control	GF	309.00
Ron Schumacher	Senior new year's eve event	GF	400.00
Ronald & Carol Hoffman	gloves	CIF	440.00
Rutz, Esther	water refund	WF	56.12
Rutz, Esther	sewer refund	SF	40.00
Rutz, Esther	storm drain refund	SDF	4.40
S&B Porta-bowl Restrooms	portable restroom Salsa on 5th St event	DDA	440.00
Safebuilt Inc	Permit Fees Oct 2013 reimb	GF	96,531.26
Safebuilt Inc	permit fees Nov 2013 reimb	GF	69,418.16
Safeway	weld Cty wellness mtg refreshments, staff development	GF	39.49
SAI North Team Sports	basketballs	GF	912.00
Sam's Club	Concession Supplies/return	GF	264.51
Sam's Club	paper plates/bowls,staff banquet supplies	GF	262.66
Schrimpf, Steven	water refund	WF	33.46
Schrimpf, Steven	sewer refund	SF	20.00
Schrimpf, Steven	storm drain refund	SDF	4.84
Scott's Electric & Bucket Truck Svc	svc call LS#4 pump failure, change out transfer switch	SF	445.50
Seacrest Group	WWTP Water testing	SF	1,525.00
Sean Grogan	site supervisors, bball officials	GF	3,055.00
Securitas Security Svcs	rental security	CRCF	339.48
Securitas Security Svcs	rental security	CRCF	55.05
Sentry Fire & Safety	fire extinguisher inspection PW	FMF	984.55
Sentry Fire & Safety	bldg fire extinguisher inspection CRC	FS	333.00
Shahan, Justin	water refund	WF	104.27
Shahan, Justin	sewer refund	SF	20.00
Shahan, Justin	storm drain refund	SDF	5.42
Shipp, Donald	sewer refund	SF	40.00
Shipp, Donald	storm drain refund	SDF	10.88
Short-Elliott-Hendrickson Inc	WCR 21 bridge deck design svcs	CIF	1,634.90
Skylight Specialists Inc	replace skylight WWTP	SF	2,925.00
Smallidge, Geoffrey	water refund	WF	1.00
Soldier Canyon Filter Plant	CBT carryover water for 2014	WF	40,935.60
Spencer Fane & Grimshaw	bldg authority mtg	GF	480.00
Sportsman's Warehouse Inc	Headlamp/decoy	SF	89.98
Spradley Barr Ford	coolant outlet	FMF	17.70
Standard Insurance Co	employer paid long/short term disability	GF	2,992.16
Staples	office supplies	GF	-357.70
Staples	office supplies	ITF	613.40
State of Colorado/OIT	frame/ATM interenet svc	ITF	1,249.79
Stenson, Linda	water refund	WF	74.37

Report of Bills -December
2013

VENDOR	DESCRIPTION	FUND	AMOUNT
Stephanie Egbert	Oct foot care	GF	120.00
Sterkel, Ken	reimb meal CPO training	FS	10.75
Steve Schmidt Trucking Inc	hauling ice slicer	GF	1,423.75
Suburban Propane	propane tank rental	SF	99.00
Sundstrom, Kevin & Archie, Cassidy	water refund	WF	17.54
Swanson, Stacey	mileage reimbursement-bank/post office runs	GF	26.28
T&T Tire	install new tires unit 02, alignment	FMF	547.47
T&T Tire	install/mount new tires units 8,65,51	FMF	1,176.48
T&T Tire	prepay for tires 2014	FMF	5,000.00
Tatum, Sandra	storm drain refund	SDF	30.32
Tennant Sales & Svc Co	detergent, auto scrubber CRC	FS	129.00
The Lighthouse	strobe lights	FMF	336.86
The Pawnee Group	car was tokens	FMF	77.82
The Pawnee Group	car wash tokens	FMF	100.75
The Water Shed	replacement gas tank for trimmer	GF	69.84
Thomas Eckrich	service award plaques	GF	320.00
Thomas Eckrich	service award plaques	ITF	40.00
Timberline Electric	install menu screen at pump house	WF	4,925.00
Traffic Master	flagger certification	GF	20.00
Tri-Tech Security Inc	Qtrly fire/security alarm monitoring	GF	168.00
Tri-Tech Security Inc	Monthly monitoring fee-fire PD/CRC	FS	262.50
Tri-Tech Security Inc	event log pulled	FS	30.00
Turner, Cheryl	mileage reimb-CGFOA conf Breckenridge Nov 19-22 2013	GF	151.42
Ultramax Ammunition	federal .45 bullets	GF	574.00
UMB-Card Services	staff mtg refresh, cards	GF	173.85
UMB-Card Services	certification renewals/uniform	GF	180.00
UMB-Card Services	Mayor lunch	GF	30.94
UMB-Card Services	Board meal, CGFOA lodging, subscription	GF	189.62
UMB-Card Services	Career fair, awards, candy	GF	652.78
UMB-Card Services	ISA membership, knives, harness	GF	673.78
UMB-Card Services	Gas, signs, pool supplies, boats, training	GF	1,429.48
UMB-Card Services	mtg refreshments, pro challenge monument	GF	81.86
UMB-Card Services	Fitness Eq-tube bands	GF	264.84
UMB-Card Services	Notary fee, supplies, trips/tix, meeting supplies	GF	93.32
UMB-Card Services	Coffee w/Mayor, gas	GF	253.69
UMB-Card Services	Trails conference registration	GF	60.00
UMB-Card Services	DORA license renewal, ENR magazine subscription	GF	128.40
UMB-Card Services	Planner, phot frame, event decoration	GF	87.10
UMB-Card Services	IDEA membership, Greenplay lunch	GF	212.70
UMB-Card Services	Adaptive/Seniors/SALT trips, meals/meetings	GF	595.52
UMB-Card Services	Surface Pro, CGFOA conf lodging	GF	497.98
UMB-Card Services	CGFOA conference lodging	GF	127.66
UMB-Card Services	NCHRA meeting, staff meetings/lunch	GF	1,233.18
UMB-Card Services	Nightvision camera, replacement	GF	117.93
UMB-Card Services	USDA rep/prospect lunches, supplies	GF	152.72
UMB-Card Services	Collection Syst training	GF	225.00
UMB-Card Services	gas, signs, pool supplies, boats, training,notary fee/supp,trips	CRCF	102.99
UMB-Card Services	Collection Syst training	WF	225.00
UMB-Card Services	certification renewals/uniform	FMF	158.34
UMB-Card Services	type cover 2 keyboard for surface, mtg lunch,go daddy SSL cert	ITF	1,781.64
Unger, Kelly	reimb-board legislative mtg breakfast	GF	64.45
United Way	Employee donation	GF	15.00
United Way	Employee donation	GF	15.00
USA Blue Book	manhole cover lifter	WF	105.45
USA Blue Book	pressure gauges, hose adaptors	WF	127.53
Utility Notification Center	locate transmissions	WF	229.83
Utility Notification Center	locate transmissions	WF	340.67
Verizon Wireless	Cellular phone svc	GF	1,303.32
Verizon Wireless	Cellular phone svc	CRCF	30.63
Verizon Wireless	Cellular phone svc	SF	40.01
Verizon Wireless	Cellular phone svc	ITF	40.01
Victory Sales	adaptive supplies	GF	30.00
Victory Sales	jersies, embroidery on jackets	GF	3,782.25
Victory Sales	event shirts	GF	489.00

VENDOR	DESCRIPTION	FUND	AMOUNT
Vision Service Plan	employer's share vision chgs Dec 2013	GF	1,779.12
Walton, Dave	water refund	WF	35.75
Walton, Dave	sewer refund	SF	20.00
Walton, Dave	storm drain refund	SDF	2.20
Waste Management of CO	recycle site pulls	GF	1,226.80
Weld County	WCR 23/SH392 intersection improvements	CIF	150,000.00
Weld County Clerk & Recorder	filing fees-ordinances	GF	184.00
Weld County Clerk & Recorder	filing fees-resolutions/dev agreement	GF	72.00
Weld County Drug Task Force	municipal court collections Nov 2013	GF	952.00
Weld County Public Health & Env	inspection pgm renewal/pool	GF	200.00
Western States Land Svcs	WCR 21 bridge-land acquisition svcs	CIF	2,312.22
Wexelberg, Mark	water refund	WF	51.95
Wexelberg, Mark	sewer refund	SF	60.00
Wexelberg, Mark	storm drain refund	SDF	6.60
Williams Equipment Co	debris hose	SF	361.91
Williams Equipment Co	filters	FMF	719.94
Windsor Ace Hardware	concrete trowel,hose adaptr,thread locker, antifreeze	GF	79.91
Windsor Ace Hardware	magnesium float, coupler, hose adapter, gloves	CIF	78.95
Windsor Ace Hardware	vinyl tube, ball valve, nipple, spout, hose, ball valve, knife	SF	120.25
Windsor Ace Hardware	swiffer, soap,liquid nails, blend sticks, eraser, nozzle, hangers	FS	170.27
Windsor High School	Catering for employee banquet	GF	140.00
Windsor Performance & Exhaust	install tail pipe	FMF	100.00
Windsor -Severance fire Protection	bdg permit fee reimb, museum utility town's share	GF	7,203.07
Winter Equipment Company Inc	rubber & steel snow blades	FMF	5,047.90
Workspace Innovations	New furniture-town attorney's office	CIF	8,841.48
Workspace Innovations	attorney's office moving charges	CIF	237.50
Xcel Energy	utilities	GF	2,707.37
Xcel Energy	utilities	GF	6,031.81
Xcel Energy	utilities	GF	28,615.64
Xcel Energy	utilities	CRCF	5,369.67
Xcel Energy	utilities	SF	960.10
Xcel Energy	utilities	Kern	62.18
Xcel Energy	utilities	GF	19.71
Xcel Energy	utilities	GF	47.83
Xerox Corp	copier maintenance charges	ITF	2,932.46
Zexhags Inc	contract cleaning	CRCF	423.00
Zexhags Inc	contract cleaning	CRCF	837.00
			1,524,435.02
	PAYROLL		
	(wages/ 2 pay periods)		322,327.30
	TOTAL		1,846,762.32

TOWN OF WINDSOR

RESOLUTION NO. 2014-01

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

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

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

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

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

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 13th day of January, 2014.

TOWN OF WINDSOR

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 13, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Carrie Knight, Art & Heritage Manager
Re: Resolution 2014-02 Museum Strategic Plan
Item #: B.4.a

Background / Discussion:

In 2012, Town of Windsor Museum staff began the process of developing a strategic plan per recommendations made in a 2003 Museum Assessment Program (MAP) grant, the 2007 Parks, Recreation, Trails and Open Lands Master Plan (PRCMP), and a 2010 Collections Assessment Program (CAP) grant. Further, such efforts supported Strategic Plan Goal 1.f.a. to identify cultural programming priorities. The Town of Windsor Museum is a cultural program amenity.

The decision to implement this work stemmed from a staff recognized need to identify future goals and priorities for the museum. Coincidentally, the timeframe in which this work was to be carried out coincided with the museum's 10th year of operations under the auspices of the Town. This process has been guided by consultation of aforementioned planning documents, as well as active gathering of community input. The result is the formulation of a document that will help guide the next ten years of operations.

The full plan was adopted by the Parks, Recreation and Culture Advisory Board at their regular meeting on January 07, 2014, with the understanding that minor modifications be made to the plan's goals. The purpose of said modifications was to clarify intent and to make goals measurable.

Ex.)

Draft Goal #7: Conduct Visitor Study → Final Goal #7: Identify visitation objectives and appropriate strategies for implementation.

Draft Goal #10: Provide Board Training → Final Goal #10: Increase awareness by Board Members of accepted museum practice.

Appendices (MAP, CAP, 2007 PRCMP) are available upon request.

Financial impact:

None at this time. Future costs proposed for implementation will be addressed through the annual budget process.

Relationship to Strategic Plan

Goal 1.F.a: Identify cultural programming priorities.

Recommendation:

Move to approve Resolution 2014-02. A resolution adopting the Town of Windsor Museum Strategic Plan.

Attachments:

- b. Resolution 2014-02.
- c. FINAL – Town of Windsor Museum Strategic Plan (without appendices)

TOWN OF WINDSOR

RESOLUTION NO. 2014-02

A RESOLUTION ADOPTING THE STRATEGIC PLAN FOR THE TOWN OF WINDSOR MUSEUM

WHEREAS, the citizens of the Town of Windsor place high value on cultural and historical amenities, including the Town's Museum; and

WHEREAS, the Town's Museum is a cultural and historical facility that serves Town residents and visitors alike; and

WHEREAS, the Town's Parks, Recreation and Culture Advisory Board has reviewed the Town of Windsor Museum Strategic Plan, a copy of which is attached hereto and incorporated herein by this reference as if set forth fully, and has recommended that the Town Board adopt it as the strategic vision for the Town of Windsor Museum; and

WHEREAS, the Town Board has reviewed the attached Strategic Plan, and has concluded that the it should serve as the strategic vision for the Town of Windsor Museum, thus allowing the Town to develop, maintain and preserve its Museum as a cultural and historical facility.

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

1. Upon recommendation of the Parks, Recreation and Culture Advisory Board, the Town Board hereby adopts the attached Town of Windsor Museum Strategic Plan.
2. The Director of Parks and Recreation is authorized to continue to guide the Town of Windsor Museum in accordance with the Strategic Plan adopted hereby.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 13th day of January, 2014.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

TOWN OF WINDSOR
Museum

Strategic Plan

Celebrating 10 years, Planning for the Future

Prepared by: Carrie Knight, Art & Heritage Manager/Katie Heidsiek, Museum Curator
2012/2013

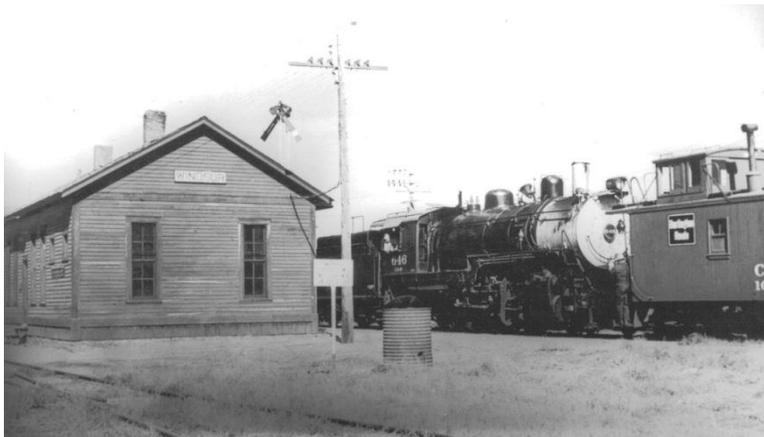


Image Courtesy of Town of Windsor Museum

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1. Executive Summary

A. Overview

1. Purpose of the Strategic Plan

2013 marks the tenth anniversary of the Town of Windsor Museum as a municipally-run institution. This anniversary prompted museum staff to undertake an evaluation of the museum's current operations and resources, as well as identify key issues and opportunities for the future. In addition to information provided by museum staff, the Town of Windsor Museum Strategic Plan is based on professional assessments conducted on behalf of the museum, including a CAP Survey (2010), Parks and Recreation Master Plan (2007), and MAP Assessment (2005).

The Town of Windsor Museum Strategic Plan will be a 10-year planning document recommended by the Parks, Recreation, and Culture Advisory Board and adopted by the Town of Windsor Board of Trustees. This document will be reviewed annually and updated based on accomplishments.

2. Project Objectives

The following objectives were determined for the Town of Windsor Museum Strategic Plan:

- Support the mission of the Town of Windsor Museum;
- Develop goals, strategies, and future direction for the Town of Windsor Museum;
- Review professional recommendations from the CAP Survey (2010), Parks and Recreation Master Plan (2007), and MAP Assessment (2005);
- Inventory museum resources and analyze level of service;
- Review, analyze, and recommend Town of Windsor Museum standards;
- Analyze facility and program needs; and
- Develop Implementation/Action Plan.

3. Mission

The Town of Windsor Museum is guided by the following mission, adopted by Town Board in 2010.

Mission

The Town of Windsor Museum serves the local and regional community by creating and fostering opportunities for curious investigation and appreciation of Windsor's unique past and present through exhibitions, collections stewardship, and educational programming.

4. Town Context

Windsor, Colorado is a community that has changed dramatically since its incorporation in 1890. Its people, local economy, and geography have continually shifted in response to local and national trends. While agriculture continues to play an important role in the local economy, it is no longer the social and economic center around which the community revolves. Windsor's population has been vulnerable to fluctuations in the local economy throughout its history. Over the last twenty years, it has risen at a rate that is unprecedented for many communities (1990: 5,062, 2010: 18,644). Windsor's geographic identity has likewise adapted in response to new municipal boundaries and increased development by neighboring communities including Fort Collins, Greeley, and Loveland.

The Town of Windsor continues to grow and shows no indication of a lessening in this trend. With competing resources offered by neighboring communities, it will behoove the town to become more sensitive to its changing identity and unique cultural resources.

5. Investing for the Future: What's available?

The capital funding currently supporting the Town of Windsor Museum comes primarily from the:

- Capital Improvement Fund.

Other sources of capital funding have included grants from the following source:

- Colorado State Historical Fund.

Operational funding currently supporting the Town of Windsor Museum comes primarily from:

- General Fund;
- Fees and charges, and;
- Donations or grants.

6. Public Involvement

The formation of this strategic plan was directed by years of accumulated public feedback, institutional assessments conducted by outside agencies, as well as more formal surveys conducted during the 2007 Parks and Recreation Master Plan process and 2013 strategic planning process. In addition, Parks, Recreation, and Culture Department staff gave continuous input through various meetings, presentations, and correspondence.

B. Summary Recommendations

COLLECTIONS

Goal #1: Determine policy for future collections acquisitions and care.

Goal #2: Increase public access to collections and collections records.

Goal #3: Stabilize collection.

EDUCATION

Goal #4: Provide educational experiences and resources that meet the community's physical and intellectual needs.

EVALUATION

Goal #5: Incorporate comprehensive evaluation into regular museum operations.

EXHIBITIONS

Goal #6: Conduct future exhibition planning in accordance with established guidelines.

VISITATION

Goal #7: Identify visitation objectives and appropriate strategies for implementation.

OUTREACH

Goal #8: Cultivate museum advocacy group.

Goal #9: Optimize marketing efforts for museum programs and services.

GOVERNANCE

Goal #10: Increase awareness by Board Members of accepted museum practice.

Goal #11: Ensure responsible financial practice.

C. Funding Summary

The Town of Windsor Museum recommends the following funding strategies for the future:

- Routinely evaluate cost recovery of supplemental programming.
- Adopt a Sponsorship Policy and Strategy to provide guidance in developing and acquiring sponsors compatible with the mission and goals of the Museum.
- Cultivate Advocacy Group with independent fundraising capabilities.
- Pursue appropriate grant funding.

TOWN OF WINDSOR Museum

Town of Windsor Museum Strategic Plan, 2013-2023



Image Courtesy of Town of Windsor Museum



2. Looking to the Past, Looking to the Future: The Planning Process

2. Looking to the Past, Looking to the Future: The Planning Process

A. History of the Town of Windsor Museum

In 1974, a group of concerned citizens, under the auspices of the Windsor Civic Committee, successfully fought to save Windsor's 1882 railroad depot from demolition. The depot was restored and in 1976 became the Windsor Depot Centennial Museum. In the mid-1980s, the Windsor Civic Committee turned control of the museum over to the Centennial Museum Committee, which operated the museum until 1988. In 1988, the Windsor Severance Historical Society (WSHS) was formed and absorbed the Centennial Museum Committee, also taking ownership of the Old Town Hall building and its collections at 116 5th St. During the late 1980s and 1990s, the WSHS acquired a number of regional historic buildings and moved them to Boardwalk Park adjacent to the depot; this site became known as Pioneer Village.

In 2001 the WSHS—struggling financially—requested assistance from the Town of Windsor. In 2002, the Town of Windsor hired a museum supervisor, the first paid museum employee, to help oversee museum operations. Unable to maintain fiscal control over the museum, the WSHS turned the buildings at Pioneer Village (and their holdings) over to the Town of Windsor. Old Town Hall and its collections followed shortly after, in 2004. The Town of Windsor opened a new recreation center that same year where a set of display cases is reserved for the Art & Heritage division. The WSHS was assigned a supportive and advisory role in the museum, and the town re-titled the Museum Supervisor position the Cultural Affairs/Museum Supervisor.

Since 2003, museum staff has taken a number of notable steps to guide the museum toward greater professional standards. In 2005, museum staff received an American Alliance of Museums *Museum Assessment Program* (MAP) grant for institutional analysis. The main goals of this assessment were to: a.) provide direction for museum operations, b.) identify areas of weakness to assist in strategic planning, and c.) prepare the museum for future assessments. The grant identified institutional planning and collections management as priorities, and the museum has made significant progress in these areas. Museum staff successfully pursued another assessment grant in 2010. The Conservation Assessment Program (CAP) grant analyzed and established a number of recommendations for the museum's historic buildings. Staff addressed the immediate issues which included fundamental conservation needs, such as repairs affecting the buildings' structural integrities. The museum continues to work on recommendations pertaining to collections storage.

Town of Windsor Museum collections are presently stored in the second floor of the Art & Heritage Center, formerly Old Town Hall. In May 2008, the museum shared in the devastation experienced by Windsor residents as a result of an F3 tornado that swept through the region. A number of the museum's historic buildings were damaged. Old Town Hall suffered the greatest structural damages. The Town was able to leverage grant funding with an insurance settlement to

completely restore and rehabilitate the first and second floors of the historic 1909 building. In 2009, Old Town Hall was re-opened as the Town of Windsor Art & Heritage Center.

As the museum has expanded both its services to the community and its physical holdings, the demand on and composition of staff has changed. The Cultural Affairs/Museum Supervisor position was re-titled the Art & Heritage Manager. Part-time Museum Curator and Preparator positions were added in 2006. In 2008, the Curator position gained full-time status. In 2012, the museum added a part-time, seasonal Museum Educator. The museum continues to work to attain the staff level as recommended by the CAP and MAP assessments.

In early 2012, in anticipation of the museum's tenth anniversary, Town of Windsor Museum staff committed themselves to laying out a plan for the future. Conducting exercises that identify the institution's strengths, weaknesses, opportunities, and threats, as well as evaluating the organization's mission, vision, and goals, is a critical first step towards a successful future.

B. Planning Documents

The Town of Windsor Museum utilized several important surveys conducted over the last 10 years as part of this planning process:

1. Museum Assessment Program (MAP) Report – 2005

In 2005, the Town of Windsor Museum conducted a MAP assessment, an institutional planning program administered by the American Alliance of Museums. Completion of a MAP assessment is considered a pivotal step for museums seeking long-term sustainability. The Town of Windsor Museum is pleased to report that several recommendations of the MAP assessment have been satisfied to date or is in-progress:

- Created a clearly defined museum mission statement
- Developed a Strategic Plan
- Cultivated additional funding sources for museum operations
- Hired a Museum Curator
- Conducted a Conservation Assessment Program (CAP) survey

Other recommendations which continue to be relevant to the institution have been incorporated into this strategic plan.

2. Town of Windsor Parks, Recreation, Trails and Open Lands Master Plan – 2007 Update

In 2007, the Town of Windsor adopted a resolution approving the 2007 Master Plan Update as a "policy directive" to town staff. The report represented each of the department's respective divisions, including Parks and Open Spaces, Recreation, and Cultural Affairs and Museum. The Master Plan provided goals, recommendations, and implementation strategies for each division. The Town of Windsor Museum is pleased to report that several goals and recommendations of the Master Plan have been implemented to date:

- Develop a Strategic Plan
- Cultivate additional funding sources for museum operations
- Expand creative marketing and communication efforts

Other recommendations which continue to be relevant to the institution have been incorporated into this plan.

3. Conservation Assessment Program (CAP) Report – 2010

In 2010, with the assistance of a grant from Heritage Preservation, the Town of Windsor Museum conducted a CAP survey with the assistance of professional conservators and architects who identified goals and priorities relevant to museum collections. The CAP survey included short-term, mid-term, and long-term goals. Of these, the following have been subsequently met:

- Develop a Strategic Plan
- Purchase additional environmental monitoring equipment and seek better internal environmental controls.
- Install an active security system for the Art & Heritage Center.
- Hire a museum educator.
- Restoration of the German-from-Russia Farmhouse according to Secretary of the Interior’s Standards for the Treatment of Historic Buildings.

Other recommendations which continue to be relevant to the institution have been incorporated into this plan.

4. Mountain-Plains Museum Association Salary Survey – 2011

In 2011, the Mountain-Plains Museum Association published its first salary survey culled from data requested of its membership. 96 member institutions provided information across museum disciplines in the 10-State survey region. Survey data has informed cost estimates for staff increases as recommended in this strategic plan.

5. Town of Windsor Strategic Plan Update – 2012

The Town of Windsor Strategic Plan was updated in Fall 2012. Among those goals identified in the plan, was to “identify cultural programming priorities of the community and establish direction for future programs and events.” It is the belief of museum staff that this plan aims to further this goal.

6. Community Input – 2013

Museum staff collected front-end evaluative data throughout Summer 2013 by a.) conducting individual preference exercises at high-visibility events and b.) collecting survey responses from 1000 randomly-selected Windsor residences. This data has proven invaluable in determining the museum’s degree of saturation within the community and desired amenities for the future.

C. Town of Windsor Museum Overview

1. Description of the Institution

The mission of the Town of Windsor Museum is:

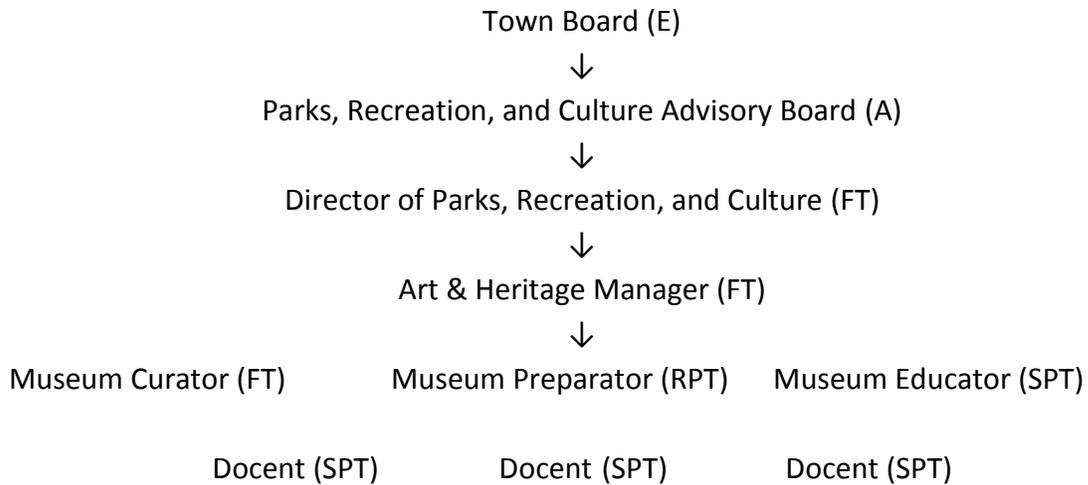
The Town of Windsor Museum serves the local and regional community by creating and fostering opportunities for curious investigation and appreciation of Windsor's unique past and present through exhibitions, collections stewardship, and educational programming.

The Town of Windsor Museum oversees a collection of over 10,000 material objects, including nine historic structures, three-dimensional objects, archives and digital recordings. The museum is staffed by two full-time staff; the Art & Heritage Manager and the Museum Curator. The Art & Heritage Manager oversees the Art & Heritage Division which is also responsible for management of special events within the town, including the Summer Concert Series, Volgafest, and partnered-events with other community organizations. The Art & Heritage Manager provides overall supervision of museum operations and participates in planning, policy-making, and programming in partnership with the Museum Curator. The Museum Curator is responsible for the daily care of the museum collections, exhibition planning and development, education/outreach, and assists the Art & Heritage Manager in those administrative duties alluded to above. The Town of Windsor Museum employs one regular part-time Museum Preparator, responsible for structural maintenance of the museum's historic buildings as well as props construction. Seasonal staff includes a team of (2-3) tour guides and a Museum Educator who facilitates school and group tours.

The Town of Windsor Museum operates five historic buildings at Boardwalk Park which are open and free to the public on a seasonal basis, from May-September. The museum also hosts exhibits in the first-floor gallery of the Art & Heritage Center on a changing schedule. Museum collections are stored on the second floor of the Art & Heritage Center. The second floor storage space has a separate entrance from the first-floor gallery and is monitored by an independent security system.

The Town of Windsor Museum partners actively with the Weld Re-4 district, providing educational materials and opportunities to teachers who serve the district.

2. Organizational Chart



FT = Full-Time Employee (40 hrs./wk.)

RPT = Regular Part-Time Employee (28 hrs./wk. year-round)

SPT = Seasonal Part-Time Employee (40 hrs./wk., no more than 6 mos./yr.)

E = Elected, 4-year term

A = Appointed by Town Board, 4-year term

TOWN OF WINDSOR Museum

Town of Windsor Museum Strategic Plan, 2013-2023



3. Needs Assessment and Benchmarking

3. Needs Assessment and Benchmarking

A. Community Profile/Demographic Analysis

1. Service Area and Population

For the purposes of this plan, the following elements were analyzed relative to Windsor’s demographic profile: a.) age, b.) race, c.) education, and d.) household income.

The primary service area for this analysis is the Town of Windsor, Colorado. For this study, data was generated from the 2010 U.S. Census. Windsor’s population, as of 2010, was recorded at 18,644.

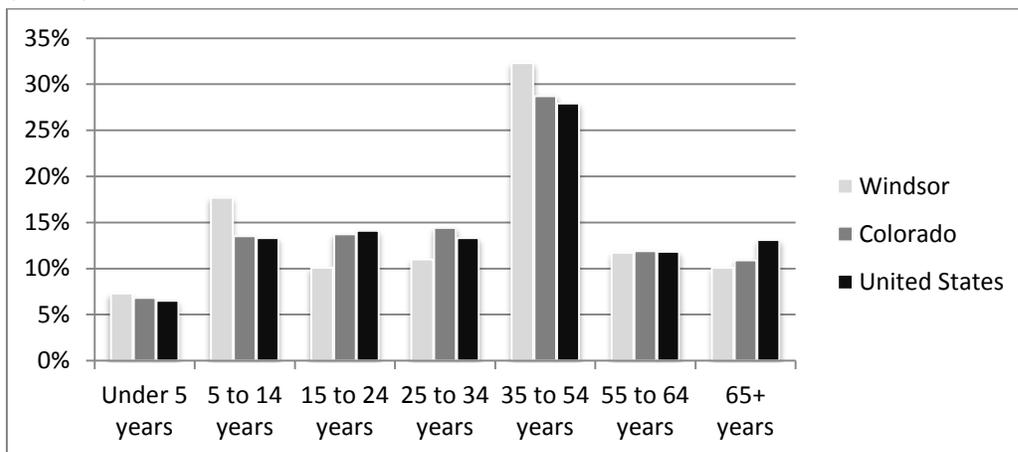
2. Population Comparisons

According to 2010 Census data, in comparison to both Colorado and the nation, Windsor exhibits the following trends:

- High proportion of families with school-age children.
- Educated citizenry. (77% having received some college education or an advance degree)
- Lack of racial diversity.
- Higher average household income.

3. Population, Age Ranges, and Family Information

Figure 1: Population Comparisons – Windsor, Colorado, and the United States (2010)



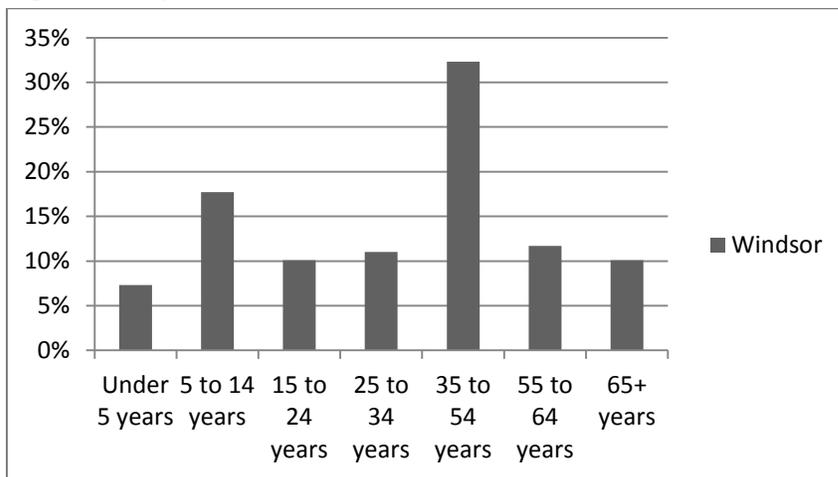
Source: 2010 U.S. Census

Age Distribution

The following age breakdown is used to separate the population into age-sensitive user groups and to retain the ability to adjust to future age-sensitive trends. Population distribution by age for Windsor is demonstrated in Figure 2.

- Under 5 years (7.3%): This group represents users of preschool and toddler programs and facilities. These individuals are the future participants in youth activities.
- 5 to 14 years (17.7%): This group represents current youth program participants.
- 15 to 24 years (10.1%): This group represents teen/young adult program participants moving out of the youth programs and into adult programs.
- 25 to 34 years (11%): This group represents adult programming participants. Many in this category are beginning long-term relationships and establishing families.
- 35 to 54 years (32.3%): This group represents users of a wide range of adult programming and facilities. Their characteristics extend from having children using preschool and youth programs to becoming empty-nesters.
- 55 to 64 years (11.7%): This group represents users of older adult programming exhibiting the characteristics of approaching retirement or already retired and typically enjoying grandchildren.
- 65+ years (10.1%): Programming for this group should positively impact the health of older adults. This group ranges from very healthy, active senior to more physically inactive seniors.

Figure 2: Population Breakdown – Windsor, Colorado (2010)



Source: 2010 U.S. Census

4. Gender

The 2010 population for Windsor consists of 49.8% male and 50.2% female, which is similar to the State of Colorado and national figures.

5. Race

Statistics gathered from the 2010 U.S. Census provide the race breakdown for Windsor. As shown in Table 1, the race with the largest population is White (93.6%). Those who identify themselves as being of Hispanic origin make up 9% of the total population regardless of race, down 5.2% from 2007. The 2007 Town of Windsor Parks, Recreation, Trails and Open Lands Master Plan – 2007 Update forecast increased racial diversity, but the opposite has proven the case.

Table 1: Race Comparisons (2010)

Race	Windsor	Colorado	United States
White Alone	93.6%	81.3%	72.4%
Black Alone	0.5%	4.0%	12.6%
American Indian Alone	0.5%	1.1%	0.9%
Asian or Pacific Islander Alone	1.2%	2.9%	5.0%
Some Other Race Alone	2.1%	7.2%	6.2%
Two or More Races	2.1%	3.4%	2.9%
Hispanic Origin (Any Race)	9.0%	20.7%	16.3%
	100.0%	99.9%	100.0%

Source: 2010 U.S. Census

6. Education

According to the 2010 U.S. Census, 22.9% of Windsor residents' highest level of educational attainment was high school graduation or less. 34.9% of the population's highest level of educational attainment was some college or an associate degree. 42.1% of the Windsor population has either a Bachelor's, a Master's degree, a Professional degree, or a Doctorate, which is higher than the US (28.2%) and State of Colorado (36.3%) values. The educational attainment breakdown is shown in Table 2.

Table 2: Highest Level of Educational Attainment – 25 Years and Older (2010)

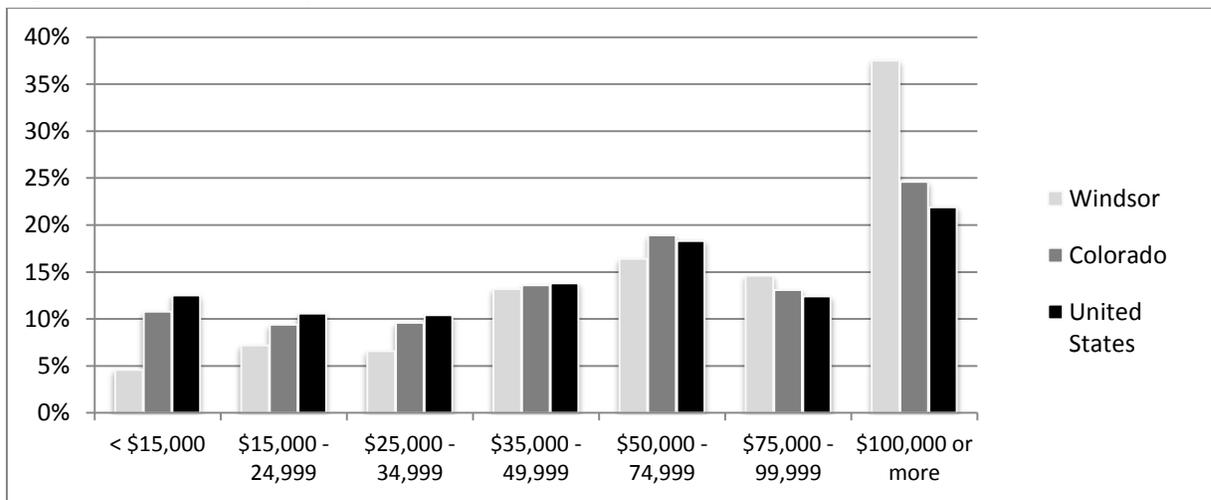
Degree	Windsor	Colorado	United States
Less than 9th grade	1.4%	4.3%	6.1%
9th to 12th grade, no diploma	3.2%	6.1%	8.5%
High school graduate (includes equivalency)	18.3%	22.9%	28.6%
Some college, no degree	22.6%	22.5%	21.0%
Associate's degree	12.3%	7.9%	7.6%
Bachelor's degree	27.3%	23.3%	17.7%
Graduate or professional degree	14.8%	13.0%	10.5%
Population 25 years and over	11,474	3,265,425	202,048,123

Source: 2010 U.S. Census

7. Household Income

According to the 2010 U.S. Census, the median household income for Windsor is \$78,013, which is higher than both the Colorado median household income level (\$57,685) and the national median household income (\$52,762). Figure 3 shows households by income. According to ERSI data collected in the 2007 Town of Windsor Parks, Recreation, Trails and Open Lands Master Plan Update, the estimated median household income for Windsor was \$69,015. The number of households generating income exceeding \$100,000 has increased significantly in this three-year period. In 2007, these households constituted 26.6% of all households. In 2010, the number had risen to over 37% of Windsor households.

Figure 3: Households by Income – Windsor/Colorado/US (2010)



Source: 2010 U.S. Census

8. Population Forecast

The 2013 Windsor Community Profile, a public information document drafted by the Town of Windsor Planning Department, forecasts an increase in population as follows:

- 21,935 (2015)
- 24,218 (2020)
- 26,739 (2025)
- 29,522 (2030)

B. Museum Trends

The Town of Windsor Museum is situated within the Parks, Recreation, and Culture Department. While a seemingly unconventional arrangement, the museum has historically benefited from its close proximity to leisure marketing, programming, and staff. However, museum staff is acutely aware of unique trends specific to their field that diverge from traditional parks and recreation operations. Museum staff is responsible for responding to these emerging trends in as much as

they are capable to better serve the needs and interests of their users. The following information has been drawn from the Center for the Future of Museums, The American Alliance of Museums, and the Pew Research Center.

Museum Education

In a 2011 paper written by Founding Director of the Center for the Future of Museums, Elizabeth Merritt, and Scott Kratz, Vice President for Education at the National Building Museum, “On The Horizon: Future of Education, Museums & The Future of Education”, the two authors discuss the direction of education and how it will impact museums in the years to come. Their forecast includes greater emphasis on attainment of the following skill sets:

- critical thinking
- synthesizing information
- being able to apply lessons to the Real World
- innovation and creativity
- teamwork and collaboration

Merritt and Kratz provide several examples of museums which are actively integrating these skill sets into the exhibits and programs they provide students and participants. They include the National Building Museum (critical thinking), the Newseum (synthesizing information), and The Henry Ford (innovation and creativity). Central among them is building relevancy to the present and inquiry-based experiences.

Meanwhile, the Center for the Future of Museums predicts what they call “transformational change” in the entire educational system. An excerpt from their blog best summarizes this trend:

The current structure has been destabilized by rising dissatisfaction with the formal educational system, the proliferation of non-traditional forms of primary education and funding crises at state and local levels. At the same time, new horizons are being opened by technological advances in communications, content sharing and cultural expectations regarding access, authority and personalization. We are at the beginning of a new era, characterized by new learning economies based on diverse methods of sharing and using educational resources.
(<http://futureofmuseums.blogspot.com/2011/01/forecasting-next-educational-era.html>)

CFM points out several indicators that this trend is already active, including the increasing proliferation of charter schools, a rise in the number of home-schooled students, budgetary cuts, and greater public scrutiny of school performance.

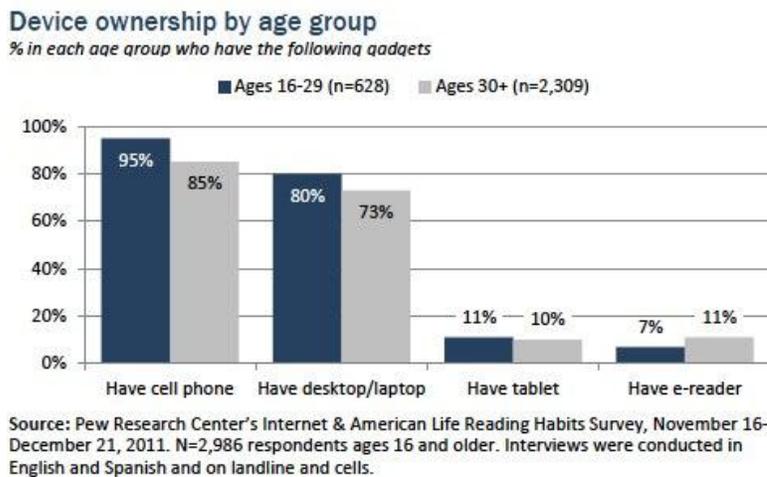
Technology

Technology is a hotly contested subject in museum circles. Depending upon the museum type, art gallery or historical site, natural history or science, there seem to exist varying expectations of the

extent to which technology should be incorporated into the visitor experience. History organizations enjoy the difficult task of creating meaning for their visitors removed from the event or setting which they aim to interpret. History museums try to create connections among their visitors in two ways: 1.) Providing contemporary context, and 2.) Creating an emotive experience. Technology has an irrefutable place in the future of museums. The challenge is in situating technology where it does not conflict with the two critical ways in which history museums impact their visitors.

Mobile technology has utilized the cell phone as its chief means of dissemination. Audio tours, mobile apps, and QR codes have been employed most consistently by museums. According to the Pew Research Center, in their Pew Internet and American Life Project, as of September 2012, 45% of Americans and 2/3 of young adults (18-29) own a smartphone.

Figure 4: Device ownership by age group (2011)



The composition of smartphone users also reveals interesting trends that museums need to consider alongside other demographic trends. Statistically, mobile users employ smartphones predominately in texting and taking photos. 44% of respondents from the Pew study said that they used their devices to connect with the Internet.

Table 3: Smartphone Use by Group (2012)

Who owns smartphones	
<i>% of American adults within each group who have a smartphone</i>	
All adults (n=3,014)	45%
Men (n=1,337)	46
Women (n=1,677)	45
Age	
18-29 (n= 478)	66
30-49 (n=833)	59
50-64 (n=814)	34
65+ (n=830)	11
Race/ethnicity	
White, Non-Hispanic (n=1,864)	42
Black, Non-Hispanic (n=497)	47
Hispanic (n=427)	49
Annual household income	
Less than \$30,000/yr (n=876)	35
\$30,000-\$49,999 (n=523)	42
\$50,000-\$74,999 (n=371)	56
\$75,000+ (n=680)	68
Education level	
No high school diploma (n=269)	21
High school grad (n=830)	36
Some College (n=778)	50
College + (n=1,115)	61
Geographic location	
Urban (n=1,095)	48
Suburban (n=1,406)	49
Rural (n=396)	29

Source: Pew Research Center's Internet & American Life Project, Summer Tracking Survey, August 7-September 6, 2012. N=3,014 adults ages 18 and older. Interviews were conducted in English and Spanish and on landline and cell phones (1,206 cell calls were completed). Margin of error is +/- 2 percentage points.

Touch screen technology is an alluring new platform for attracting tech-driven audiences. However, as a June 2013 article published in Wired magazine (“Tech Revamps in Prolific Places: Touch Screens in Museums, Libraries with APIs”) points out,

“Incorporating technology driven processes into historical and culturally significant institutions is similar to creating remakes of popular classic films. Such projects must take into account contemporary audiences as well as long-term dedicated fans. There is a definite fine line between betraying the trust of loyal followers and selling out to catch attention from newcomers. “

As the Cleveland Museum of Art has discovered, the medium has allowed visitors to create personalized visits, discover new things about favorite artists and their work, and share their experiences with their social media network. Touch-screen technology has other less obvious benefits, including increased user accessibility.

Technology in the museum is an exhaustive subject of discussion and argument, and one which will constantly evolve. From apps to online exhibitions, audio tours to touch screens, museums

will be responsible for navigating this constantly changing terrain without compromising their core mission and, likely, enhancing it.

Demographic Change

Excerpt taken from “Demographic Transformation and the Future of Museums” (2010), a report published jointly by the Center for the Future of Museum and the American Alliance of Museums:

“The most notable U.S. demographic trend over the last three decades has been the growth of the Hispanic population, with an increase from 6.4 percent to 15.1 percent between 1980 and 2008. ...By 2050, the Hispanic/Latino populations will have doubled again to comprise 30 percent of the U.S. population, with the percentage of Asian Pacific Americans increasing more slowly and the percentage of African Americans holding steady at 12-13 percent. Sometime between 2040 and 2050, depending on which projection model is employed, the current U.S. minority groups – African Americans, Latinos (of any race), Asian Americans and Pacific Islanders, Native Americans and others, including those whose identity is multiracial – will collectively become the new majority in the United States.” (9)

Demographic change, on this scale, has far-reaching implications for the museum field. In 2008, the National Endowment for the Arts conducted a survey entitled Survey of Public Participation in the Arts (SPPA) which asked “Who participates in the arts?” and “Who goes to museums?”. The survey found that attendance at museums and galleries had generally held since previous surveys conducted in 1982 and as recently as 2002. However, two emerging trends startled professionals. First, the survey found that museum visitation by people aged 45-54, historically the strongest age group for visitation, had dropped from 32.9 percent to 23.3 percent between 2002 and 2008. Second, of the total visitation to museums, 78.9 percent were non-Hispanic white visitors, 8.6 percent Hispanic, 5.9 percent African American, and 6.6 percent “Other.” A similar survey conducted in 2006 by the Institute of Museum and Library Services looked deeper at varying demography based on the museum type. It found that according to each ethnicity, Whites had the highest visitor rates for historic houses, sites and museums, while Hispanic/Latinos had the highest rates in natural history museums.

The State of Colorado, according to 2011 Census estimates, is four points above the national average in total Hispanic population at 20.9 percent. Among age groups, Colorado also supports a young population compared to national averages. In Windsor, the population of individuals under the age of 18 is 5 points below the state average at 29.4 percent.

C. Benchmarking

Overview

As the museum reflects on ten years of operations, benchmarking information serves as a tool for understanding where the museum stands relative to comparable communities, and helps inform the path museum staff will take in the future.

The Town of Windsor Parks, Recreation, Trails and Open Lands 2007 Master Plan Update identified several communities with perceived similarities to the Town of Windsor. These communities were: Castle Rock, Commerce City, Evans, Fort Lupton, Golden, and Parker. The characteristics that made these communities valuable for comparison in the Master Plan are not necessarily as effective for comparison between museum communities. Museum staff have identified unique factors which they feel better contribute to effective comparison between museum operations including: proximity to medium- to large-size cities (100,000+), population, amenities and attractions, and demographics.

Using the aforementioned criteria, the following communities were selected: Cañon City, Castle Rock, Fort Lupton, Fort Morgan, Golden, and Greeley. Each offers insight through key similarities and variances with the Town of Windsor.

Benchmarking Tables

1. Municipal Data- Appendix A
2. Museum Data- Appendix B
3. Scope of Operations- Appendix C

Benchmarking Analysis

Revenue

Admission

Of the seven institutions, the Golden History Museums and Greeley History Museum are the only two which charge admission. The Greeley History Museum charges admission at one of its four sites (the living history village). The Town of Windsor Museum (TOWM) and the remaining four institutions do not charge an admission fee. Given the larger size and scope of the Golden and Greeley History Museums, the TOWM is aligned with its peers in not charging an admission fee. However, as the TOWM expands its services, it will be worthwhile to review the admission fee policies to determine their relevancy to the museum's operations.

Membership

Membership dues are another source of visitor-generated revenue. Five of the seven institutions in this survey have a membership program. The TOWM and the Fort Lupton Museum do not. The

TOWM will continue to explore the feasibility of a support organization with 501(c)(3) status which could help the institution increase its cost-recovery and ability to finance capital projects.

Operations

Staffing

The results of this survey demonstrate that there is a strong correlation between the number of full-time staff members at a museum and the number of hours/services the institution offers to the public. The Town of Windsor Museum (TOWM), with two full-time staff members, is in line with its peers. Three institutions support more staff, two institutions with fewer, and one with the same number. Museums in Golden, Greeley, and Cañon City offer increased access and services in the form of multiple sites, research facilities and heavy programming. These institutions have five, ten, and four full time employees respectively. Data collected from the Fort Morgan Museum is not consistent with information gathered from other institutions. The museum has two full-time employees and operates 50 hours per week. This level of service suggests that the museum is receiving additional help through their partnership with the Fort Morgan Public Library.

Access

The Town of Windsor Museum (TOWM) operational schedule differs significantly from those institutions surveyed. Every museum selected for this analysis is open year-round, with the exception of the TOWM. TOWM staff believes a step toward year-round operations has the potential to significantly improve visitor services. This analysis supports that recommendation.

Although the TOWM differs from its peers in year-round availability, its weekly hours are comparable. During the open season (May-August), the TOWM offers between 20 and 28 open hours per week. This is consistently more than Castle Rock, Cañon City, and Fort Lupton, but below Golden, Fort Morgan, and Greeley. If there is a desire to increase the museum's hours of operation, an increase in staff hours will be necessary. As stated earlier, the correlation between staffing and level of service is direct.

Visitation

Museums operations are increasingly held up against traditional business models. In this way, a museum's exhibits and programs can be perceived as its product and its visitors, consumers. Visitor numbers are extremely significant in measuring a museum's efficacy within its community. This survey gathered annual visitation data from each of the participating institutions. The Town of Windsor Museum (TOWM) has the fifth highest visitation with 3,200 annual visitors. To better understand the significance of Windsor's position amongst its peers, the visitation numbers need to be viewed within a broader context.

The annual visitation to the Golden History Museums (50,000) demonstrates the impact of geographic proximity to metro areas. Although Golden has a population of 18,867, the city is only 15 miles away from Denver, which supports a population of more than 600,000 people. Windsor's location and smaller population mean TOWM visitation numbers are more accurately compared with institutions in Cañon City, Castle Rock, and Fort Lupton.

Location and neighboring landmarks/amenities significantly impact visitation. Hours of operation, as discussed earlier, contribute their own set of challenges and opportunities to visitation. Those three institutions which operated over 30 hours per week each have well over 10,000 visitors annually. By contrast, the TOWM and the three institutions that are open 20-29 hours per week bring in just over 10,000 visitors combined.

Appendix A
Municipal Data

City	Population (2010 Census)	Proximity to Larger City	Major Amenities/ Attractions	Median Household Income (2010 Census)	Ethnicity
Windsor	18,644	16 miles to Fort Collins (pop. 143,986)	21 miles to Horsetooth Reservoir	\$78,013	87.7% White 9% Hispanic
Cañon City	16,400	40 miles to Pueblo (pop. 106,595)	Royal Gorge Bridge and Park, CO State Penitentiary	\$33,363	85.3% White 9.5% Hispanic
Castle Rock	48,231	29 miles to Denver (pop. 600,158)	43 miles to Garden of the Gods, 70 miles to Pike's Peak	\$85,461	84.7% White 10% Hispanic
Fort Lupton	7,377	30 miles to Denver		\$51,289	42% White 55% Hispanic
Fort Morgan	11,315	82 miles to Denver and Fort Collins	48 miles to Pawnee National Grasslands	\$41,274	48.7% White 43.3% Hispanic
Golden	18,867	15 miles to Denver	Major metro area	\$56,926	84.4% White 8.2% Hispanic
Greeley	92,889	56 miles to Denver	UNC	\$43,466	59.3% White 36.0% Hispanic

Appendix B
Museum Data (1 of 2)

City	Site Name	Operating Budget	Annual Visitation (2012)	Operating Hours
Windsor	Town of Windsor Museum	\$250,000	3,200	Boardwalk Park May-Sept, Tues- Sun, 12-4 AHC varies, Mon & Wed, 12-4
Cañon City	Royal Gorge Regional Museum and History Center	\$261,000	5,781	Wed- Sat, 10-4
Castle Rock	Castle Rock Museum	\$45,000	1,700	Wed- Fri, 12-5 Sat, 11-4
Fort Lupton	Fort Lupton Museum	\$35,000	2,400	Mon- Sat, 10-2
Fort Morgan	Fort Morgan Museum	\$275,000 (est)	13,000	Mon, 9-6 Tues- Thurs, 9-8 Fri- Sat, 9-5
Golden	Golden History Museums	\$477,000	50,000	Center/House: Tues- Sat, 11-4:30 Sun 12-4:30 Park: Sunrise to sunset all year Summer: Fri- Sat, 10-4:30 Sun 12-4:30 (living history)
Greeley	Greeley History Museum	\$830,000	18,000	Wed- Fri 8:30-4:30 Sat 10-4 Plumb (closed) Meeker- Appt only Centennial Village – May-Sep

Appendix B cont...
Museum Data (2 of 2)

City	Admission Fee	Staff/ Board	Membership	Affiliates
Windsor	None	FT Art & Heritage Manager FT Curator RPT Museum Preparator SPT Docents (3) SPT Museum Educator PReCAB Board	None	Town of Windsor
Cañon City	None	4- F/T, 1- P/T, 24 Volunteers FT: Archivist/curator, asst. curator, asst. archivist, museum technician	Through Friends of the Museum 501(c)(3)	Branch of Cañon City Public Library, managed by the city
Castle Rock	None	1- F/T, 4- P/T 8 member board	\$20/individual \$35/family	Castle Rock Historical Society
Fort Lupton	None	2- P/T (<30 hours) Committee (not board)	None	Town of Fort Lupton Culture, Parks, and Recreation Division
Fort Morgan	None	Director of Library and Museum Services (F/T), Curator (F/T), Research Asst. (P/T), Fort Morgan Heritage Foundation Board	\$20/individual \$30/family	City of Fort Morgan
Golden	Ages 7+ \$3 2 sites \$5 3 sites \$7	5 F/T: Director of Development, Membership and Visitor Services Coord., Student and Family Program Coord., Interpretation Coord., Curator of collections and exhibits 4- P/T: visitor services/ programming assistants	\$25/individual \$45/family	City of Golden
Greeley	Greeley History Museum: None Group tour fees Centennial Village: \$3- 6/pp	10.25 F/T 12 P/T hourly Advisory board (not governing)	\$35/individual \$45/family	City of Greeley

Appendix C

Scope of Operations

1. Town of Windsor Museum

Windsor, CO

The Town of Windsor Museum is a municipal museum that operates out of three sites. The Museum at Boardwalk Park, a set of historic buildings located within a heavily-used municipal park, interprets local history through semi-permanent exhibits. This site is open seasonally. The Art & Heritage Center, a second site, provides gallery space on its first floor for temporary and traveling exhibitions that support the museum's mission. This site is open on an as-needed basis. The Community Recreation Center, the last site, hosts six display cases in its interior hallway. In the past, museum staff has used this space for temporary and traveling exhibits. In 2013, museum staff intends to transition its use to marketing/promotion space. This space is open year-round. The museum cares for a mid-sized collection with 10,000+ objects, photographs, and archival documents. Collections are housed in the second floor of the Art & Heritage Center. Collections are available to the public by appointment only.

Mission: The Town of Windsor Museum serves the local and regional community by creating and fostering opportunities for curious investigation and appreciation of Windsor's unique past and present through exhibitions, collections stewardship, and educational programming.

2. Royal Gorge Regional Museum and History Center

Cañon City, CO

The Royal Gorge Regional Museum and History Center works jointly with the Cañon City Public Library but is housed in a separate location. The museum provides exhibits and research materials related to local history. Located in their building are four exhibit rooms, a reading room for research, and historic structures. Visitors can tour the center with a guide. The museum's permanent collection includes one of the largest phonograph collections.

Mission: Our mission is to obtain and preserve records and artifacts of enduring value and to provide public access to a collection of materials that reflects the ongoing history of Fremont and Custer counties in Colorado.

3. Castle Rock Museum

Castle Rock, CO

The Castle Rock Museum is housed in a historic Denver & Rio Grande Railroad depot. The museum uses this space for temporary and permanent exhibits on local history that showcase artifacts from their small collection.

Mission: To provide a physical manifestation of Castle Rock area history through the preservation and display of artifacts and to promote the education about, and appreciation of, our history by opening the Museum to the public with tours and special programs. Castle Rock Historical Society activities beyond the operation of the Castle Rock Museum are conducted to bring together people interested in the preservation of the heritage of the Castle Rock, Colorado area and support the operation and maintenance of the Museum.

4. Fort Lupton Museum

Fort Lupton, CO

The Fort Lupton Museum is located in the old Fort Lupton Library building. The museum features temporary exhibits and permanent displays which include a vast collection of arrowheads, natural artifacts, commercial and industrial objects. Their exhibits and small collection focus on local history. The facility also provides access to extensive archives of family histories, cemetery records, business documents and photos.

Mission: None listed.

5. Fort Morgan Museum

Fort Morgan, CO

The Fort Morgan Museum shares a facility with the Fort Morgan Public Library and is accredited by the American Alliance of Museums. The museum tells the stories of Fort Morgan and Morgan County through permanent and temporary exhibits, education programs at the museum and at schools, and through photos, documents, and artifacts from today and yesterday. Their research center (open to the public regularly by appointment) is the primary genealogical research center in the area. It is home to over 150 school yearbooks and annuals, over 100 community directories and phone books, and 125 years of local newspapers on microfilm.

Mission: None listed.

6. Golden History Museums

Golden, CO

Golden History Museums is comprised of three sites. The first, The Astor House Museum, tells the story of the building in the early 20th century when it served as a local boarding house. This site is open year-round and has extended summer hours. The second site, Clear Creek History Park, has a blacksmith shop, log cabins, hay barn, and root cellar. The site is open year round for self-guided tours of the exteriors of the buildings. During the summer, the site is open 17.5 hours per week with costumed interpreters and tours of the buildings' interiors. The third site, The Golden History Center, is also open year-round. The center explores Golden's history through exhibits, lectures, programs, and events. The Golden History Museums have a 15,000+ item collection.

Mission: None listed.

7. Greeley History Museum

Greeley, CO

The Greeley History Museum has four sites. Their flagship site features temporary and permanent exhibits that tell the story of Greeley and Weld County. It also houses the Hazel E. Johnson research center, which is open with full service to the public 30 hours per week, and the institution's vast collection. The second site is the Centennial Village Museum. Centennial Village is a 7-acre living history museum that allows visitors to encounter the past as it was over 100 years ago. It contains over 24 historic structures and gardens. This site is open seasonally, from May to October, and is the only site with an admission fee. The third site is the Meeker Home. This house museum is interpreted to the late 1800s and tells the story of the Meeker family. Tours with costumed guides are available by appointment. The fourth, and final site, is Plumb Farm Learning Center, which is currently closed for preservation and structural updates.

Mission: The purpose of the City of Greeley Museums is to preserve and interpret the history of the Colorado high plains region with emphasis on the City of Greeley and Weld County.

D. Community Input

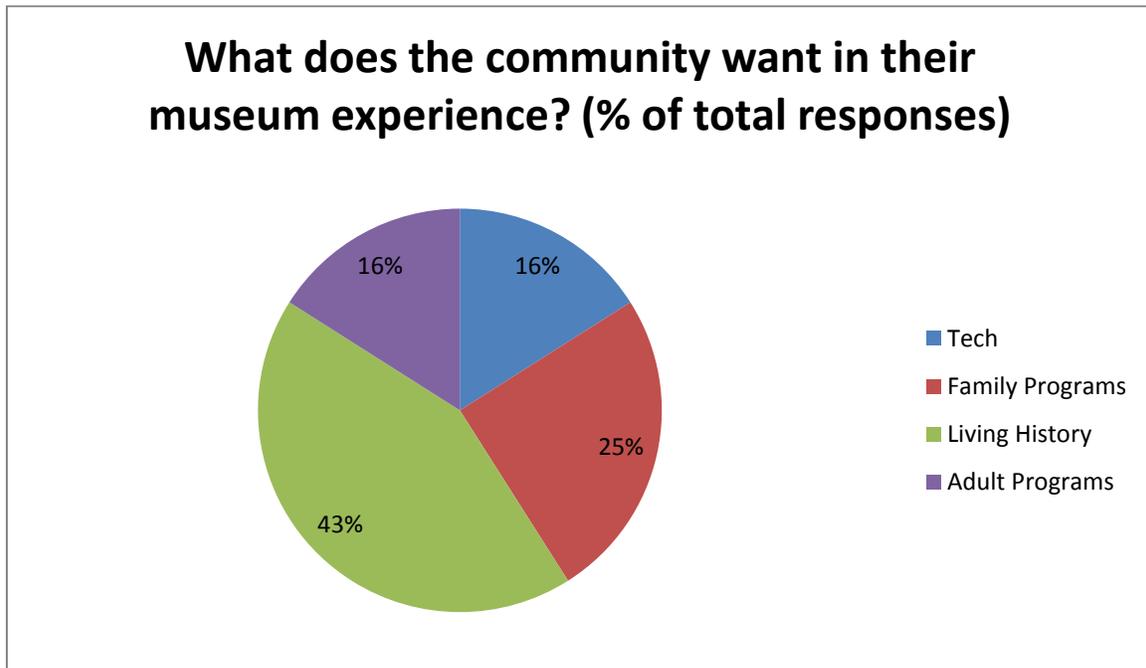
Overview

Museum staff collected front-end evaluative data throughout Summer 2013 by a.) conducting individual preference exercises at high-visibility events and b.) collecting survey responses from 1000 randomly-selected Windsor residences.

Individual Preferences

Event attendees were presented with four images of different activities frequently conducted at museums: a living history demonstration, a digitally-interactive kiosk, a family program, and an adult networking event. A bean jar was placed directly in front of each image. The exercise attracted 86 participants who had an opportunity to drop no more than two beans in a jar of their choice reflecting their preference. The overall preference of participants is reflected in the graphic below.

Figure 5: Visitor Preferences (2013)



Source: Staff Generated



Tech: 23 responses – 16%



Family Programs: 37 responses – 25%



Living History: 64 responses – 43%



Adult Programs: 24 responses – 16%

Survey

A survey comprised of eleven questions determining variables including household size, cultural preferences, and frequency of museum attendance was sent to 1000 randomly-selected Windsor residents in early August 2013. Between August 1st and September 1st, 2013, 152 responses were collected, resulting in a 15% overall return rate. Survey questions are enumerated below and are immediately followed by a graphic illustrating response statistics, as well as voluntary comments from respondents.

Q1: How many people live in your household?

55% 1-2 30% 3-4 11% 5-6 3% 6+

Q2: How many hours per week on average do you dedicate to cultural activities (dance, concert, theater, visual arts, museums)?

53% -1 hour 31% 1-2 hours 9% 3-4 hours 3% 4+ hours

Q3: What components of cultural programming do you or does your family enjoy the most?

44% Educational (learn something new),

- 14% Inspirational (activate a desire to change how you do something or make an impact)
- 31% Social (spend time with others)
- 45% Destinalional (seek out a specific location or experience to enjoy)

Q4: How far would you be willing to travel to attend a cultural program/event of your choosing?

- 12% 5 miles
- 20% 10 miles
- 14% 25 miles
- 44% 25+ miles

Q5: What is your most important consideration when choosing to participate in a cultural program/event?

- 31% Cost
- 22% Location
- 18% Time
- 36% Family/Broad Appeal

Q6: Are you willing to pay to participate in a cultural program within your community, provided the fee is fair?

- 78% Yes
- 13%No

Q7: When was the last time you visited the Town of Windsor Museum at Boardwalk Park?

- 49% Never
- 14% Within the last 6 mos.
- 10% Within the last year
- 18% More than a year

Q8: When was the last time you visited the Town of Windsor Art & Heritage Center?

- 70% Never
- 5% Within the last 6 mos.
- 7% Within the last year
- 11% More than a year

Q9: Of the activities listed below, which do you or your family find most appealing?

- 53% Visiting a nationally-touring traveling exhibition.
- 16% Learning how to make a pie in a historic farmhouse.
- 13% Attending an evening lecture on a historic/cultural topic with friends.
- 16% Checking out online resources about a historic event/topic at home.

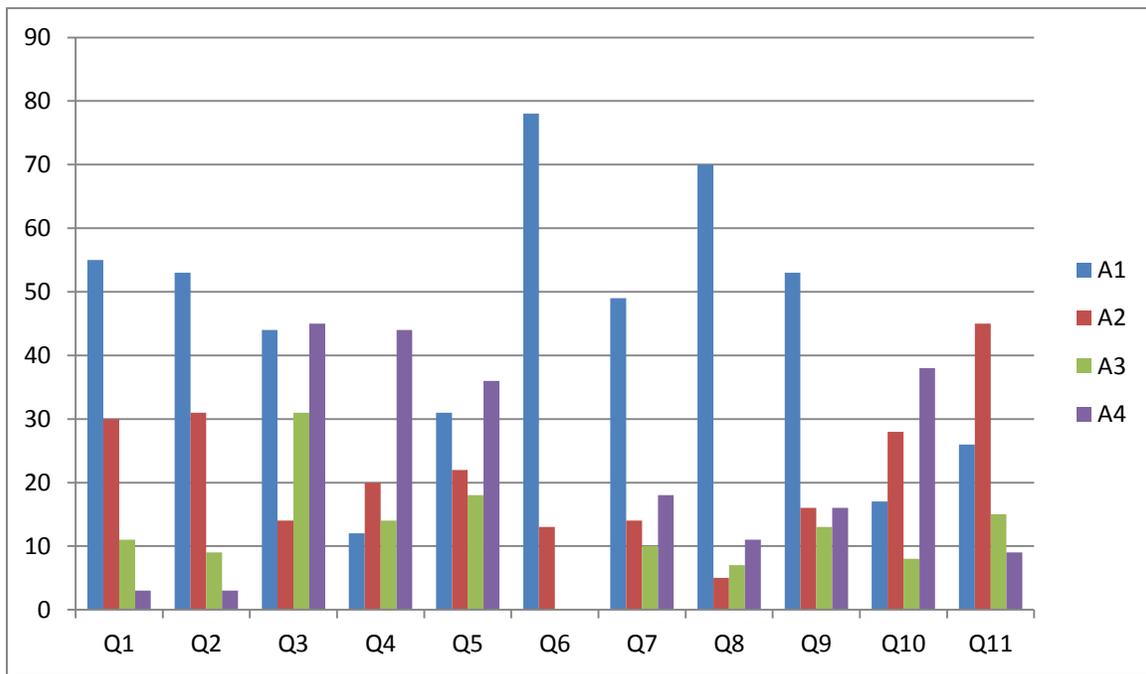
Q10: 2013 marks the 10th Anniversary of the Town of Windsor Museum. What would you like to see the museum accomplish in the next 10 years?

- 17% Increased operational hours (move from seasonal to year-round)
- 28% Increased programming (lectures, workshops, classes)
- 8% Increased remote services (online exhibits, searchable object database),
- 38% Expanded exhibitions (frequency, local and regional draw, alternative locations)

Q11: How likely are you to visit the museum or attend a related event in the future?

- 26% Very Likely
- 45% Likely
- 15% Not Likely
- 9% Very Unlikely

Figure 6: Community Survey Results (2013)



Source: Staff Generated

Any questions or comments? Please share with us!

**Responses have been transcribed verbatim with no correction whatsoever.*

C1: How are these events marketed?

C2: Haven't been to museum yet but looking forward to a visit

C3: I am new to town & was unaware of the museum. Marketing may also help.

C4: Do you partner with Windsor Community Foundation or any other community or civic organization?

C5: I have been battling bone and soft tissue sarcoma since I came here in 2007. When I get better I would like to come to the museum. I love history.

C6: Just moved to Windsor - lots left to explore!

C7: What an epic waste of tax payer money sending this survey out!

C8: Money spent on Art & Heritage would be better spent on area of needs within the town. To much is being spent on non-critical areas.

C9: Thank you for your efforts. Wish the town would invest more in Arts & the museum instead of building more softball fields.! Keep up the good work-

C10: We didn't even know there was an Art & Heritage center or museum.

C11: We just moved here a year ago and haven't been to Heritage Center, but are looking forward to going.

C12: Would like to check out volunteer at museum. I would like to give tours of Windsor.

C13: When they had things going on at 7th street park. Now that it is at Boardwalk it is too small no room to turn around. So I don't go.

C14: We are relative new to Windsor. Have been meaning to visit museum.

C15: Not a high priority for my family.

C16: I was sorry to hear that the Windsor artifacts people had saved and were put in the original displays were removed. The stories behind those items are more meaningful to the historians of the Windsor community than making sure everything is "authentic".

C17: We only moved here about a year ago, and traveled for work a lot last summer, so were unable to explore as much as we would have liked.

C18: Everyone in the household works full-time & hours of operation have never work for us to visit anything (museum or arts center. It is very disappointing.

C19: I'd be most likely to attend an event that was fun & social. Wine & Cheese, food tasting, music.

C20: I think it's hard for T.O.W. to compete with events offered in larger cities like FTC & LOV.

C21: I'm a member of the Denver Museum of Science & Nature...So will pay for that kind of offering.

C22: I don't know anything about the museum at this time.

C23: I like the fact that there is a museum. However, our lifestyle now does not include using the museum-not enough hours in the day. I could see us using the museum in a few years when the kids are out of high school.

C24: Don't propose tax increases for this stuff.

C25: my commet would be, make sure the childern that are growing up in town have fun things to do!! Parks, pathes, activitys - bowling ale, movie theater!!

C26: We also enjoy the displays at the rec center. I have had my granddaughter go to the Pioneer School one summer and that was a great experience.

C27: Our comments are not printable.

Community Input Analysis

Visitor Types

According to a leading figure in museum learning and author of the influential book Identity and the Museum Visitor Experience, John Falk, there are five distinct museum visitor profiles that are easy to identify based upon visitor expectations prior to and during their visit. These visitor types include 1.)Experience Seekers, 2.)Professional/Hobbyists, 3.)Explorers, 4.)Facilitators, and 5.)Rechargers. The input provided in front-end evaluation exercises indicates that the strongest visitor types for our community are Experience Seekers and Facilitators.

Experience Seekers visit places with the intent purpose of having a good time. This visitor type is likely to seek out what is important or valuable within a community and to partake of it in a recreational capacity. Experience Seekers, while not the traditional repeat visitor, will visit again if the museum provides fresh and dynamic exhibitions and/or programming opportunities. Due to their participation in a wide-range of leisure activities, they are not likely to have extensive

experience visiting museums and will require more interaction with staff to ensure they acquire the “experience” they initially sought. Museum interpretation that aids this visitor type should draw heightened attention to the overall museum narrative and key messages. Furthermore, Experience Seekers appreciate a site that is easy to navigate, where restrooms can be found without difficulty, and a gift shop where they can pick up a memento of their trip. Museum staff should not be surprised by this visitor type’s propensity to document their time at our site; taking family photographs, posting on social media, et al. This is an untapped marketing and promotional opportunity for the Town of Windsor Museum. Experience Seekers, in summary, offer the museum the strongest potential for “word-of-mouth” advertising and should not be underestimated for their contributions.

Facilitators visit museums to encourage and support the interests of children, friends, and companions. These visitors need to feel equipped to accomplish this goal. They will seek out information or resources that are readily available, easy to use, and attractive to their children or companion (i.e. backpacks, activity guides). For parent facilitators, it is useful to indicate which ideas or activities are “child-friendly” and how they fit into the overarching message the museum is trying to promote. Furthermore, museums need to be sensitive to the spatial concerns of facilitators. Groups require greater space around interactive displays and text panels than what might be required for smaller groups. Facilitators require friendly, engaging museum staff who are comfortable working with children, but who can also bridge the intergenerational gap. Facilitators particularly enjoy activities which directly engage their children or companion, recognizing that these experiences will leave lasting memories. In the museum preference exercise, 43% of participants indicated an interest in Living History and 25% an interest in Family Programming, together constituting the bulk of expressed participant preferences (68%). Museum staff recognizes the potential here to serve a wide range of interests through hands-on, family-friendly programming.

Visitation Trends

According to survey results, 49% of respondents had never visited the Town of Windsor Museum at Boardwalk Park, whereas 42% indicated that had visited the museum at some point, whether in the last 6 months(14%), the last year (10%), or more than a year ago (18%). The narrow margin between those who had visited the museum and those who had never visited indicates that visitation is not necessarily a cause for great concern, so much as repeat visitation. If we are to assume that this sample size is indicative of the town at-large, that means nearly one half of Windsor residents have visited the museum at one time. The Town of Windsor has a healthy degree of exposure within the community, but presently struggles to engender repeat visitation among those who have visited.

The survey also asked respondents how likely they were to visit the museum or attend a related event in the future. 26% of respondents indicated that they were very likely. 45% indicated that

they were likely. According to this data, 71% of respondents would visit the museum, an enviable scenario for any museum.

The Town of Windsor Art & Heritage Center (AHC), by contrast, saw a greater number of respondents who indicated they had never visited the site (70%). Opened to the public in 2010, the AHC hosts temporary exhibitions approximately two times per year. During these times, the center is traditionally open two days per week. It is likely that the sporadic nature of programming and limited visitation hours have had some effect on visitation. The AHC, while a site utilized by the museum, is intended for division-wide programming, including guest-curated exhibitions and community arts initiatives. It is believed that with increased hours of operation and appropriate programming, overall awareness and visitation of the site will increase.

Programming Profile

Two questions within the survey addressed the type of programming currently offered or proposed for the future. The programming could be broken into two distinct groups: interactive and passive. 'Interactive' programming constitutes activities held on-site, frequently with some level of facilitation, and with the potential for contact among participants/visitors. 'Passive' programs are those activities which can be enjoyed at home or remotely, with little to no facilitation, and often independently.

In question 9, 82% of respondents chose interactive programming, including such activities as making a pie in a historic farmhouse, visiting a nationally-touring exhibition, or attending an evening lecture with friends. 16% expressed an interest in checking out online resources at home.

In question 10, respondents were asked to share their desires for the future of the museum. Options included increased operational hours, lectures/workshops, exhibitions, and remote services. 83% of respondents chose interactive programming with only 8% of respondents indicating an interest in remote services (online exhibits, searchable object databases).

This data corroborates input gathered from the preference exercise discussed earlier and reinforces the museum staff's future directive to provide engaging and interactive experiences for its guests.

TOWN OF WINDSOR Museum

Town of Windsor Museum Strategic Plan, 2013-2023



4. Resource Inventory

4. Resource Inventory

A. Facility Inventory

The Town of Windsor Museum has historically struggled with defining its “boundaries”. At present, the museum consists of nine historic buildings at Boardwalk Park and a collections storage space on the second floor of the Art & Heritage Center (AHC). As aforementioned, the first-floor gallery of the AHC is used routinely for temporary museum exhibits. In the past, six glass cabinets located at the Community Recreation Center were used for museum exhibitions. However, due to its location, limited security, and less-than-ideal environmental factors, it has been deemed unfavorable for future exhibitions and will be used by the Art & Heritage division for promotional purposes.

Boardwalk Park

1882 Windsor Depot, 1925 Caboose, and Boxcar– Open Seasonally

Originally built by the Greeley, Salt Lake, and Pacific Railroad, the Windsor Depot was constructed in 1882 and remained in service until the early 1970s. In 1975, the Depot was moved to its present location at Boardwalk Park. The relocation and establishment of the Windsor Depot Centennial Museum coincided with both the State Centennial and the U.S. Bi-Centennial, a period in which historical sites enjoyed renewed popularity. The 1882 Windsor Depot continues to welcome visitors and un-officially serves as the visitor center for the Museum at Boardwalk Park.



Prayer Meeting House – Open Seasonally

Originally located at 201 Walnut Street. Eventually the building was moved west of town to the Jake Jacoby farm and used by the Windsor Wranglers Riding Club as a clubhouse for a number of years. Members of the Windsor-Severance Historical Society received permission from the Jacoby family to move the building to Boardwalk Park. The building was dedicated on July 21, 1991. Its current steeple was added in 1998. Museum staff began research on the prayer meeting tradition and implemented changes to the interior in Spring 2011 to more accurately interpret the space as it would have been used originally.



Whitehall Schoolhouse - Open Seasonally

The Whitehall School was built in 1885 when School District 51 was formed and has been enlarged through the years. When the school district merged with Windsor in 1920, the building was sold to Tom Cullison and was used as a tenant house. The building has been divided into two rooms, one for the schoolroom and the other for the teacher. The schoolhouse was dedicated on July 13, 1993.



Beet Shack – Open Seasonally

Bob Ehrlich of Amigo Farms donated this beet shack. It was the first building to join the Depot at Boardwalk Park. It was put in place in the Fall of 1989. The Windsor Lions Club financed the moving of the building and its restoration.



Volga German Farmhouse & Summer Kitchen – Open Seasonally

The Volga German Farmhouse came from what is now the Pelican Lakes Golf Course. It was used from 1997 to 2005 by the Great Western Company as a concrete weigh station. Prior to 1997 an addition had been placed off the rear of the building where a kitchen and bathroom were located. This addition was removed in 2005 when the structure was relocated to Boardwalk Park. It is of typical early German-from-Russia construction, with four main rooms. In 2012, museum staff

began restoration of the interior of the farmhouse. The farmhouse was partially open to visitors in 2013 and will be fully open in 2014.

To the rear of the farmhouse is a small summer kitchen which would have been used for cooking purposes during hot summer months. It is an original structure which underwent extensive renovations in 2010.



Town of Windsor Museum Collections

The Town of Windsor Museum collection includes an estimated 10,000 items, the majority of which were deeded to the Town by the Windsor Severance Historical Society in 2003. These items consist of: objects, photographs, textiles, books, and documents (archives, personal papers, records, and maps). An estimated 70% of the collection is three-dimensional objects. Documents make up 20-25% of the collection, and books, photos, and textiles account for the final 5-10%.

The purpose of the TOWM collection is to help the museum serve its mission, which is focused on Windsor's unique past and present. Therefore, the items in the collection pertain to local and regional history. The strengths of the TOWM collection include: agriculture, domestic life, education, German from Russia heritage, local businesses, medical practice, printing, railroads, and religious institutions.



Art & Heritage Center

The Art & Heritage Center is a two-story historic structure located approximately 500 feet from Boardwalk Park. Built in 1909, it originally served as Windsor's Town Hall and was used as such until the early 1980s when the building was transferred to the Windsor-Severance Historical Society who

used it for their purposes until 2003 when the building reverted back to the town's ownership. In 1999, the building underwent an exterior rehabilitation which repaired structural damage. In 2009, interior rehabilitation brought the building back to its original layout, including restoring separate entrances for the first and second floors, as well as updating public restrooms. The second floor is currently being employed in the storage of museum collections. The first floor is being used for changing and temporary exhibitions.



Eaton House

Believed to have been built at the turn of the 20th century by the Eaton family, the Eaton House is located at the edge of the museum property at Boardwalk Park. It has been used by the museum for storage since it was donated to the town in the early 2000s. It is in poor repair and there are no immediate plans to include the structure in the interpretive scope of the museum. Funds have been allocated in 2014 to pursue a Historic Structure Assessment to determine possible uses for the future. Coincidentally, it is the only historic structure at Boardwalk Park in its original location.

B. Services Inventory

The Town of Windsor Museum provides on-going programming that varies from year to year with the interests of participants and the museum's exhibition schedule. Museum staff continually attempts to evaluate the efficacy of its programming from teachers and participants.

Pioneer School

A long-standing program for the museum dating back to management by the Windsor-Severance Historical Society. The program is traditionally conducted during the summer for week-long slots, two hours per day for four days. It continually attracts participants, predominantly girls, between the ages of 8 and 12. The program requires at least one interpreter in costume to facilitate the program and benefits from the aid of an additional staff member or volunteer in the day-to-day preparation of materials. Total participation per summer is approximately 30 students and the participation fee is \$45.00 per student for 8 total programming hours.



Traveling Trunks

Two traveling trunks are currently available to local educators. Their subjects are *Windsor 1900* and *Children of the Great Depression*. Museum staff is in the process of eliminating the Bison Kill Site trunk due to lack of popularity among educators and is looking to replace it with a trunk version of a class kit that has been received favorably among teachers on Windsor history circa 1900.



On-Site Visits

Each year hundreds of schoolchildren participate in visits to the Town of Windsor Museum at Boardwalk Park. The museum has on-site programming for second and fourth-grades which transcends traditional tours museum docents provide. These grades are selected due to their dependence upon local history curriculum. Beyond school visitation, the museum welcomes thousands of regular visitors during its seasonal hours.



Exhibit-Based Programming

Exhibit-based programming varies depending upon the museum's exhibition schedule and the content of the exhibit. Larger exhibitions tend to lend themselves to both adult and children's programming opportunities. In 2012, the Town of Windsor provided exhibit-based programming for each of its six exhibitions.



C. Alternative Providers in Windsor

The Town of Windsor Museum is the town's only museum. However, there are several cultural and historic points of interest within close proximity of the museum which strengthen the institution's impact within the community. They include:

- Historic Downtown
- The Poudre River Heritage Corridor
- The Kaplan – Hoover Bison Kill Site
- The Overland Trail
- Former Site of the Greeley WWII POW Camp

Other regional draws include the area's rich agricultural history which remains an important part of Windsor's identity. Family farming is strongly entrenched within Weld County. Current trending toward agritourism has been seen in some of these farms.

TOWN OF WINDSOR Museum

Town of Windsor Museum Strategic Plan, 2013-2023



5. Key Issues and Analysis

5. Key Issues and Analysis

A. Key Issues

Issue #1: Collections

The Town of Windsor Museum collections are in perilous need of additional storage space if continued collecting is identified as appropriate for future operations. Presently, collections are over-packed in boxes creating two problems; 1.) difficulty by staff in routinely accessing these materials, and 2.) critical stress on the collection from over-handling, incompatible materials, and weight strain. The Town of Windsor must determine whether the museum will document its present and future by engaging in future collecting.

Issue #2: Education

The educational community is a critically important contingency that the museum serves. Hundreds of students annually utilize resources that the museum provides in and outside the classroom. This saturation within the District has been won by on-going tenacity from museum staff since the museum's founding in 2003. However, there are many schools, and students as a consequence, that are presently underserved or un-served altogether. There is greater potential to invest in this relationship and strengthen the museum's long-term relevancy within the community. Current museum staff does not have the ability to build out this relationship beyond its present standing.

Issue #3: Exhibits/Interpretive Programming

Town of Windsor Museum staff recognizes that museum exhibits must be relevant to all visitors. To date, the museum has focused on episodes in Windsor's history, with heavy emphasis on the German-from-Russia narrative. The historic buildings at Boardwalk Park emphasize this episodic model. As a consequence, the broader historical context is lost or ignored. Visitors who do not have a personal connection to these "episodes" do not relate to the exhibit material. Successful exhibitions must provide contemporary context and create an emotive experience. Other factors include opportunities for visitor engagement and interaction.

Issue #4: Visitation

Overall visitation for the Town of Windsor Museum has grown steadily since 2007 according to statistics from that year onward. Surveys conducted in 2012 indicate that many visitors are "first-timers" and that they are from Windsor. The Windsor Museum at Boardwalk Park has high visibility and does not charge an admission fee, yet it does not attract the vast majority of park users. The museum also recognizes that it does not attract minority visitors. According to the 2010 Census, Windsor's population is nearly 10% of Hispanic/Latino origin.

Issue #5: Outreach/Community Engagement

As alluded to in the previous issue, many Windsor residents do not know that the Town of Windsor Museum exists within their community. The Town of Windsor Museum has been operating ten years as of 2013. This situation is simply unacceptable to museum staff. The museum would benefit from a directed marketing plan, to include branding and strategies. The museum lacks a group of stakeholders, beyond those at the advisory level, who help to guide and inform operations. Museum staff acutely feels a lack of cohesiveness among Northern Colorado museums, many of which replicate services.

Issue #6: Governance

The Town of Windsor Museum has successfully increased the professionalism of its operations since 2003. However, it does recognize the need to better equip and educate its advisory board members on museum ethics. Specialized training of this nature is good practice for the Town of Windsor Museum and increases the comfort level of advisory board members in decision and policy-making. The Town of Windsor Museum also recognizes the necessity to separate funds generated from the sale of deaccessioned items from the Town of Windsor General Fund. This practice is not conducive to ethical standards set by the American Alliance of Museums.

B. Input and Analysis

1. Collections

The care of collections is driven not by any outside imperative, but rather from standards established by the museum community for the ethical treatment and preservation of our collective history. In 2001, the Town of Windsor Board committed resources, both in personnel and financial resources, to the care of the town's material past. This commitment was reinforced in 2003 when Town Board took ownership of collections previously in the custody of the Windsor-Severance Historical Society. Since that time, museum staff has maintained the collection according to accepted practices and their abilities.

Museum staff has collected modestly over the last ten years adhering strictly to its collections management policy. The museum has also successfully navigated, with a great deal of public education and diplomacy, the difficult terrain of deaccessioning (removing) items deemed inappropriate, dysfunctional, or unessential to the museum. That said, collections storage space is at capacity and future collecting cannot continue without serious discussion of the following questions:

- Do we discontinue collecting?
- Can we relocate collections storage to an interim location until a permanent storage facility is funded and constructed?
- What level of access should the public have to museum collections?

Museum staff believes that a suitable answer lies in a combination of the above questions. The collections management policy deserves review to determine whether it still serves the best interests of the museum. Present collections storage space is unsuitable both from a storage capacity and physical access standpoint. Anyone with a physical disability which prohibits climbing a long set of stairs does not have access to the collections. Furthermore, moving large collections objects up and down stairs presents a hazard to staff, the object in question, and the building. Museum staff recommends moving either a portion or the entirety of the collection to a more suitable, and accessible, location as soon as possible. Lastly, museum staff feels it imperative to increase public access to collections. A common complaint among museum visitors is “Where is all the stuff?”. Museum staff understands that objects, a.k.a. “stuff”, sit at the heart of visiting museums which collect objects. The challenge is in balancing this expectation with other concerns, including preventing deterioration, keeping exhibits fresh and engaging, and limited exhibition space. Technology may provide the bridge here to providing the public with consistent access to the collection while protecting the museum’s other interests.

2. Education

Museum education and schools should not be seen as an exclusive relationship. While true that Town of Windsor Museum staff feel a strong imperative to strengthen this association, it should be understood that museum education is a mission-driven function that benefits the entire community. Nevertheless, it is the distinct advantage of smaller museums that they are often more accessible, flexible, and locally relevant to area schools than larger institutions. Small museums, such as the Town of Windsor Museum, are equipped to deliver a unique set of learning resources, in addition to acting as a recreational venue.

To accomplish such a partnership, museums must know what area educators need and have the capacity to satisfy such needs as identified. The Town of Windsor Museum lacks both these critical components. Until such time as the Museum is capable of hiring additional staff, implementing much-needed evaluation, and cultivating long-standing relationships with individual educators, the museum will lag behind its peers in the resources it is able to provide to the public, a scenario not advisable for the long-term sustainability of the museum.

3. Exhibits/Interpretive Programming

Current exhibition planning is approached with some of the following considerations:

- Does the exhibit further or support the museum mission?
- Will it attract interest in the community?
- Is it financially feasible?

While this process is conducted informally, it is recommended that exhibition planning undergo a more formal process of selection and vetting for appropriateness to the museum mission and to established standards of excellence.

A crucial step in this direction is the establishment of an exhibition philosophy. Such a statement would outline learning and experiential objectives for each museum exhibit, as well as identify criteria for selection or creation of exhibitions. The Town of Windsor Museum at Boardwalk Park is in critical need of such a philosophy to guide reinterpretation efforts now underway. Museum staff recommend routine evaluation of all semi-permanent exhibitions to ensure they maintain relevancy, invite interaction among visitors, and encourage repeat visitation. The stories told at these sites have not been reviewed or significantly updated in years.

4. Visitation

There is great inconsistency in information about museum visitation trends. Furthermore, there is no standard way to track visitation across museums. Whereas one museum might only count people who physically enter their doors, another museum might count attendance to an outdoor event on museum grounds (i.e. concerts, site rental), and yet another might include outreach numbers to area schools. The truth is that history museums are suffering more than most other museums when it comes to visitation. In a 2007 study led by Research Advisors, a marketing research firm with experience in the non-profit sector, history museums ranked last in popularity among eight other museum types by 5,500 families visiting museums. This data is consistent across all demographic groups. According to this same study, the following trends were observed of history museums and historic sites:

- The age of the oldest child in the family group has a significant impact on the type of museum families choose to visit. History museums see the greatest increase in visitation and reach attendance levels of other museum-types when children reach school-age;
- Grandparents are much more likely than parents to take their grandchildren to a history-based museum;
- 91 % of the 5,500-family study classified itself Caucasian. 33% of Caucasian families indicated they visit history-based museums, making them the largest users of such institutions. However, over one-quarter of Hispanic and African American respondents indicated they visit historic sites. Notably, Hispanic and African American respondents surpassed Caucasian respondents in their propensity to visit history museums.
- 34% of men were likely to bring their families to history-based museums, as compared to women who were 22% likely.

In 2012, Research Advisors surveyed 196 museums, 49% of which were history-based, on attendance trends. The survey asked respondents whether they had seen an increase or decrease in attendance and what they felt were the causes of the upward or downward trend. History-

based museums reported the highest percentage of “visitation pressure”, either dwindling attendance or lesser-than-projected attendance.

The Town of Windsor Museum has had the good fortune to report steadily increasing visitation over the last five years. How much this parallels Windsor’s overall population growth has not yet been determined. However, responses to the survey sent to 1000 randomly-selected Windsor residences, indicate nearly one half of respondents had visited the Town of Windsor Museum at Boardwalk Park at least once. If this sample size reflects larger overall trends among Windsor residents, the Museum can acknowledge there is not a lack in visitation, so much as repeat visitation.

The museum’s perceived inability to attract minority visitors requires further investigation. However, if the trends outlined by Research Advisors prove accurate, the challenge will be in creating a more blurred line between “historic site” and “history museum” at both Boardwalk Park and the Art & Heritage Center.

5. Outreach/Community Engagement

The Town of Windsor Museum is in its tenth year of operation under the auspices of the Town. Throughout the past ten years, the museum has both benefited from and been limited by this affiliation. Unlike private institutions which enjoy a greater degree of spontaneity and freedom in their marketing choices, the Town of Windsor has moved much more tentatively. The Town of Windsor Museum did not receive authorization to initiate a Facebook page until 2012. For comparison purposes, the following municipally-run institutions joined Facebook in the years indicated:

- Fort Collins Museum of Discovery – 2009
- City of Greeley Museums – 2010
- Loveland Museum - 2009

Since 2012, the Town of Windsor Museum has attracted modest traffic through Facebook. The museum’s short use of this marketing tool has not allowed staff to determine its efficacy over time. Staff anticipate a time in the near future when sufficient data has been collected to make an informed decision about its continued use.

Print marketing, through newspaper features, posters and postcards, and rack cards has been difficult to evaluate for its effectiveness. The 2013 National Citizen Survey, of which the Town of Windsor participated, indicates that many residents gather information about events in their community via local newspapers. However, that said, additional, often expensive, advertising has limited and unknown return on investment. As discussed earlier in visitation profiles, our experience-seeker visitor types hold a great deal of potential for the museum in word-of-mouth marketing. Museum staff may support this grassroots advertising approach by creating memorable settings and marketing hooks that experience-seekers will share with others.

Cultivating museum advocates will go a long way towards improving outreach within the community. While Town of Windsor Museum staff has not pursued a membership program, it does recognize the myriad ways in which museums can benefit from formal and informal relationships with community members. These benefits may include financial assistance, volunteer staffing, and partnered programming. However, without initial investment among community member(s), it is unlikely that there will be sustained interest and commitment of time and resources to the organization. It is the belief of museum staff that by demonstrating continued excellence and a commitment to sensitive planning for the future, greater museum advocacy will be a natural consequence. Until such time, the museum will investigate the best manner in which to manage this “controlled-growth.”

6. Governance

The Town of Windsor Museum shares many operational concerns with its fellow divisions which constitute the Department of Parks, Recreation, and Culture. However, there are ways in which museum operations are distinct from its peers. The Town of Windsor Museum is a repository of the town’s material culture, an educational institution, and a tourist destination. As a consequence, a constant struggle for balance exists between providing authentic experiences to guests, keeping the museum entertaining and relevant, and ensuring that collections are cared for according to best practices.

The Parks, Recreation, and Culture Advisory Board (PReCAB) has the formidable task of overseeing three divisions with vastly different functions. Museum staff have the occasional opportunity to educate PReCAB members on museum policies, but do not presently feel they are able to share the “big picture,” so as to create transparent governance of the museum. The strategic planning process provides an outstanding opportunity to share the “who,” “what,” “where,” and “why” of what museums do. It is advised that PReCAB members receive a basic introduction to the “Code of Ethics for Museums” and “Characteristics of Excellence for U.S. Museums.”

The Code of Ethics for Museums was drafted in 1991 by the American Alliance of Museums. It is a document intended to guide and direct the field. It is broken into four sections: Governance, Collections, Programs, and Promulgation. Museum staff approach all operational decisions with an eye fixed to adhering to its principles. One glaring exception that museum staff seeks to correct concerns the sale of collections.

“Disposal of collections through sale, trade, or research activities is solely for the advancement of the museum’s mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum’s discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.”

Presently, collections are sold at a municipal public auction where fair market value may not be achieved. Proceeds from the sale of collections are absorbed by the general fund. The collections of the Town of Windsor Museum are largely the result of gifts from the public. They are intended to serve the interpretation of the town's past. Proceeds from the sale of these objects should be reinvested with the same intent in which the donor originally bequeathed his or her gift. Museum staff strongly advocate for the establishment of an endowment or rolling fund where proceeds from the sale of museum collections may be designated for "acquisition or direct care of collections."

TOWN OF WINDSOR Museum



Image Courtesy of Town of Windsor Museum

6. Goals, Recommendations, and Implementation Strategies

6. Goals, Recommendations, and Implementation Strategies

Timeline

Immediate : 1-2 years

Mid-range: 3-5 years

Long-range: 5-10 years

Ongoing

Assignment

ADMIN: Administrative (Div. Mgr., Dept. Dir.)

CUR: Curation (Curator, Collections Asst.)

EDU: Education (Educator)

GOV: Governance (PReCAB, Town Board)

COMM: Community (Volunteers, Stakeholders)

COLLECTIONS

Immediate **Goal #1: Determine policy for future collections acquisitions and care.**

Strategies

- 1.1 Review Town of Windsor Museum mission statement with advisory board members. Determine appropriateness.
- 1.2 Assess current and future storage needs if continued collecting is determined. If not, re-write mission statement to reflect.
- 1.3 Conduct historic buildings assessment to determine on-going and long-term maintenance needs.
- 1.4 Determine staffing needs for routine and long-term maintenance of historic structures.
- 1.5 Make revisions to collections management policy as needed.

Team: **ADMIN, CUR, GOV**

Budgetary Impact: Not yet determined; based upon staffing needs identified in strategy 1.4.

Long-Range **Goal #2: Increase public access to collections and collections records.**

Strategies

- 2.1 Assess appropriateness of current collections software for future purposes.
- 2.2 Hire Collections Assistant.

2.3 Integrate 2012-2013 inventory into collections software.

2.4 Reconcile existing paper records into digital format.

Team: **CUR**

Budgetary Impact:

\$20,000-25,000 Collections Asst. (2011 MPMA Salary Survey, based upon part-time status)

\$600 Past Perfect Museum Software Update

**Ongoing/
Long-Range**

Goal #3: Stabilize collection.

Strategies

3.1 Identify collections items most threatened by current storage and environmental conditions.

3.2 Hire Collections Assistant.

3.3 Re-house items most threatened.

3.4 Create timeline for re-housing collections moderately or minimally threatened.

3.5 Revise Disaster Preparedness Plan and integrate with museum organizational chart and Town of Windsor preparedness plan

3.6 Continue deaccession program where necessary.

Team: **ADMIN, CUR**

Budgetary Impact:

\$20,000-25,000 Collections Asst. (2011 MPMA Salary Survey, based upon part-time status)

\$1,000 (1) Flat Map Case

\$5,500 Collections Supplies

EDUCATION

Mid-Range

Goal #4: Provide educational experiences and resources that meet the community's physical and intellectual needs.

Strategies

- 4.1 Hire Museum Educator.
- 4.2 Conduct preliminary comprehensive evaluation of the local education community.
- 4.3 Develop an advocacy network and opportunities for consistent dialogue with Weld RE-4 school district.
- 4.4 Develop dedicated learning spaces with increased accessibility by patrons.
- 4.5 Provide educators with appropriate learning and informational resources.
- 4.6 Offer diverse learning opportunities and experiences for the general public.

Team: **ADMIN, CUR, EDU**

Budgetary Impact:

\$40,000-42,000 Museum Educator (2011 MPMA Salary Survey, based upon full-time status)

EVALUATION

Mid-Range **Goal #5: Incorporate comprehensive evaluation into regular museum operations.**

Strategies

- 5.1 Determine appropriate data to track.
- 5.2 Determine data collection schedule.
- 5.3 Identify appropriate collection methods.
- 5.4 Implement evaluation based upon recommended collection schedule.

Team: **ADMIN, CUR, EDU**

Budgetary Impact: None

EXHIBITS/INTERPRETIVE PROGRAMMING

Immediate

Goal #6: Conduct future exhibition planning in accordance with established guidelines.

Strategies

- 6.1 Determine learning and experiential objectives for museum exhibitions.
- 6.2 Identify interpretive criteria for selecting/creating exhibitions in accordance with mission statement.

Team: **ADMIN, CUR, EDU**

Budgetary Impact: None

VISITATION

Mid-Range

Goal #7: Identify visitation objectives and appropriate strategies for implementation.

Strategies

- 7.1 Identify current visitation profile.
- 7.2 Benchmark visitation statistics with similar museum communities.
- 7.3 Determine visitor capacity and visitation goals.
- 7.4 Create implementation strategies.

Team: **ADMIN, CUR, EDU**

Budgetary Impact: None

OUTREACH

Long-Range

Goal #8: Cultivate museum advocacy group.

Strategies

- 8.1 Increase networking opportunities.

- 8.2 Align unique museum experiences with visitation goals.
- 8.3 Empower stakeholders to increase their involvement in museum advocacy, strategic planning, and fund-raising.

Team: **ADMIN, CUR, COMM**
 Budgetary Impact: None

Mid-Range **Goal #9: Optimize marketing efforts for museum programs and services.**

Strategies

- 9.1 Inventory currently utilized marketing sources.
- 9.2 Survey visitors about preferred forms of communication.
- 9.3 Establish marketing goals based upon visitation goals and budgetary considerations.

Team: **ADMIN, CUR, EDU, COMM, GOV**
 Budgetary Impact: Undetermined

GOVERNANCE

Immediate **Goal #10: Increase awareness by Board Members of accepted museum practice.**

Strategies

- 10.1 Provide advisory board and town board members with core institutional documents.
- 10.2 Conduct behind-the-scenes tour of museum operations 1x annually to new and existing board members.

Team: **ADMIN**
 Budgetary Impact:

\$24.95/copy, National Standards & Best Practices, American Alliance of Museums

Immediate **Goal #11: Ensure responsible financial practice.**

Strategies

- 11.1 Separate funds generated from the sale of collections from Town of Windsor General Fund into collections endowment or rolling fund.
- 11.2 Establish administrative guidelines for collections endowment.
- 11.3 Investigate appropriate methods for increased cost recovery.

Team: **ADMIN, GOV**

Budgetary Impact: Minimal

TOTAL BUDGETARY IMPACT (Estimate): \$84,204-\$91,204

TOWN OF WINDSOR Museum



7. The Action Plan: What Happens Next?

7. The Action Plan: What Happens Next?

The **Town of Windsor Museum Strategic Plan** is intended to serve museum staff as it guides the institution through the next ten years of service to the community. Its recommendations and observations have been based on a solid investigation of museum trends, benchmarking exercises, and the collection of relevant data about the community's preferences and general knowledge of the museum and its operations. The plan outlines goals for the Town of Windsor Museum that:

- Support the ethical management of museum collections;
- Increase general awareness of museum resources and programming opportunities;
- Ensure ongoing evaluation of museum activities for appropriateness; and
- Serve the organizational mission.

The plan is a decision-making tool for Windsor that helps establish priorities and strategies for implementation. The following Action Plan chart summarizes the plan goals and strategies and identifies timing and financial impact where appropriate.

The plan is designed as a 10-year plan and is based on the following time framework for immediate, mid-range, and long-range planning:

- Immediate: Within one - two years
- Mid-Range: Within three – five years
- Long-Range: Within five – ten years
- Ongoing

Timing**Immediate** – Within the next 2 years**Mid-Range** – 3 to 5 years**Long-Range** – 5-10 years

Ongoing

Responsibility

Admin – Administrative (Div. Mgr., Dept. Dir.)

Cur – Curation (Curator, Collections Asst.)

Edu – Education (Educator)

Gov – Governance (PRECAB, Town Board)

Goals and Strategies	Responsibility	Financial Impact	Timing
Goal 1: Determine policy for future collections acquisitions and care.	ADMIN, CUR, GOV, EDU		Immediate
Strategy 1.1: Review Town of Windsor Museum (TOWM) Mission Statement with advisory board members. Determine appropriateness.	ADMIN, CUR, GOV, EDU	Staff Time	
Strategy 1.2: Assess current and future storage needs if continued collecting is determined.	ADMIN, CUR	Staff Time	
Strategy 1.3: Conduct historic buildings assessment to determine on-going and long-term maintenance needs.	ADMIN, CUR	Staff Time	
Strategy 1.4: Determine staffing needs for routine and long-term maintenance of historic structures.	ADMIN, CUR	Staff Time	
Strategy 1.5: Make revision to collections management policy as needed.	CUR	Staff Time	
Goal 2: Increase public access to collections and collections records.	CUR, ADMIN		Long-Range
Strategy 2.1: Hire collections assistant.	ADMIN, CUR	Staff Salary	
Strategy 2.2: Integrate 2012-2013 inventory into collections software.	CUR	Staff Time	
Strategy 2.3: Reconcile existing paper records into digital format.	CUR	Staff Time	
Goal 3: Stabilize collection.	CUR, ADMIN, GOV		Ongoing/Long-Range
Strategy 3.1: Identify collections items most threatened by current storage and environmental conditions.	CUR	Staff Time	
Strategy 3.2: Hire collections assistant.	CUR, ADMIN	Staff Salary	
Strategy 3.3: Re-house items most threatened.	CUR	Staff Time, Collections Supplies	
Strategy 3.4: Create timeline for re-housing collections moderately or minimally threatened.	CUR	Staff Time	
Strategy 3.5: Revise disaster preparedness plan and integrate with museum organizational chart and Town of Windsor preparedness plan.	CUR, ADMIN	Staff Time	
Strategy 3.6: Continue deaccession program where	CUR, ADMIN, GOV	Staff Time	

necessary.			
Goal 4: Provide educational experiences and resources that meet the community's physical and intellectual needs.	ADMIN,CUR,EDU		Mid-Range
Strategy 4.1: Hire Museum Educator	ADMIN		
Strategy 4.2: Conduct preliminary comprehensive evaluation of the local education community.	ADMIN, EDU		
Strategy 4.3: Develop an advocacy network and opportunities for consistent dialogue with Weld RE-4 School District.	EDU		
Strategy 4.4: Develop dedicated classroom spaces with increased accessibility by patrons.	ADMIN, EDU		
Strategy 4.5: Provide educators with appropriate learning and informational resources.	EDU, CUR		
Strategy 4.6: Offer diverse learning opportunities and experiences for the general public.	EDU, CUR		
Goal 5: Incorporate comprehensive evaluation into regular museum operations.	ADMIN, CUR, EDU	Staff Time	Mid-Range
Strategy 5.1: Determine appropriate data to track.	ADMIN,CUR, EDU	Staff Time	
Strategy 5.2: Determine data collection schedule.	CUR, EDU	Staff Time	
Strategy 5.3: Identify appropriate collection methods.	CUR, EDU	Staff Time	
Strategy 5.4: Implement evaluation based upon recommended collection schedule.	ADMIN, CUR, EDU	Staff Time	
Goal 6: Conduct future exhibition planning in accordance with established guidelines.	ADMIN, CUR, EDU		Immediate
Strategy 6.1: Determine learning and experiential objectives for museum exhibitions.	ADMIN, CUR, EDU	Staff Time	
Strategy 6.2: Identify interpretive criteria for selecting/creating exhibitions in accordance with mission statement.	CUR, EDU	Staff Time	
Goal 7: Identify visitation objectives and appropriate strategies for implementation.	ADMIN, CUR, EDU		Ongoing/ Mid-Range
Strategy 7.1: Identify current visitation profile.	EDU	Staff Time	
Strategy 7.2: Benchmark visitation statistics with similar museum communities.	EDU	Staff Time	
Strategy 7.3: Determine visitor capacity and visitation goals.	EDU, CUR	Staff Time	
Strategy 7.4: Create implementation strategies.	EDU, CUR	Staff Time	
Goal 8: Cultivate museum advocacy group.	ADMIN, EDU, CUR		Long-Range
Strategy 8.1: Increase networking opportunities based upon visitation goals.	EDU, CUR	Staff Time	
Strategy 8.2: Align unique museum experiences with visitation goals.	CUR, EDU	Staff Time	
Strategy 8.3: Empower stakeholders to increase	ADMIN, EDU, CUR	Staff Time	

their involvement in museum advocacy, strategic planning, and fund-raising.			
Goal 9: Optimize marketing efforts for museum programs and services	ADMIN, EDU		Mid-Range
Strategy 9.1: Inventory currently utilized marketing sources.	EDU	Staff Time	
Strategy 9.2: Survey visitors about preferred forms of communication.	EDU	Staff Time	
Strategy 9.3: Establish marketing goals and strategies based upon visitation goals and budgetary considerations.	ADMIN, EDU	Staff Time	
Goal 10: Increase awareness by Board Members of accepted museum practice.	ADMIN, CUR, EDU		Ongoing/ Immediate
Strategy 10.1: Provide advisory board and town board members with core institutional documents.	ADMIN	Staff Time, Print Resources	
Strategy 10.2: Conduct behind-the-scenes tour of museum operation 1x annually to new and existing board members.	ADMIN, CUR, EDU	Staff Time	
Goal 11: Ensure responsible financial practice.	ADMIN, CUR, EDU, GOV		Immediate
Strategy 11.1: Separate funds generated from the sale of collections from Town of Windsor General Fund into collections endowment or rolling fund.	ADMIN, GOV	Staff Time	
Strategy 11.2: Establish administrative guidelines for collections endowment.	ADMIN, CUR	Staff Time	
Strategy 11.3: Investigate appropriate methods for increased cost recovery.	ADMIN, CUR, EDU	Staff Time	

TOWN OF WINDSOR Museum



8. Funding Options and Strategies

8. Funding Options and Strategies

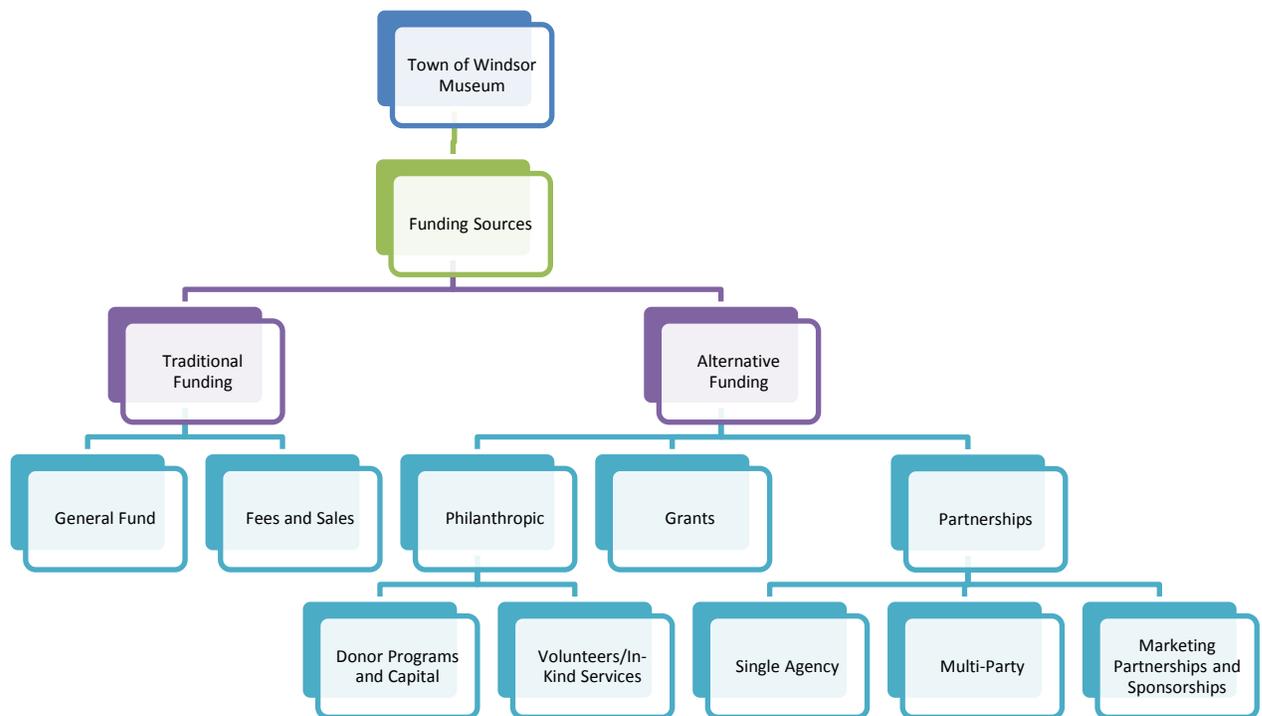
A key component for implementing this Strategic Plan involves understanding the funding opportunities, identifying the options, and developing strategies.

The 2007 Windsor Parks, Recreation, Trails and Open Lands Master Plan provided information on potential funding and grant sources. Many of those recommendations have been implemented, including:

- Refine the Subsidy/Cost Recovery Philosophy;
- Adopt a Sponsorship Policy and Strategy; and
- Pursue grant funding.

The Town of Windsor Museum continues to receive its largest percentage of operational funding from the Town of Windsor General Fund. The museum should continue to pursue various funding sources, as depicted in the following figure.

Figure 7: Funding Sources



A. Traditional Funding

Communities have a number of options for funding museum services including fees and charges, as well as merchandise sales.

1. Fees and Charges

The Town of Windsor Museum does not currently charge an admission fee to its site at Boardwalk Park or to the Art & Heritage Center. According to benchmark-data previously discussed, the majority of comparison museums likewise do not charge an admission fee, with the exception of the Golden History Center and Greeley's Centennial Village. Many institutions do assess a fee for group tours, which may include private groups or school groups, to offset the significant impact these events may have on regular operations. The Town of Windsor Museum does request a donation of \$1 per student for programs it offers at Boardwalk Park and remotely. The Museum does not charge a fee for private tours, but recommends instituting such a fee in the future.

Traveling Trunks, which are available for rent by area teachers, can be obtained for a fee of \$25/per 2-week period. These materials have had limited use of late due to their re-design, but staff anticipate an increase with proper marketing facilitated by a museum educator.

Paid programming is currently limited to summer camps which have had mixed success over the past several years. The Pioneer School program is the museum's longest-standing summer program and has seen relatively consistent participation. The program produces minimal, if any, revenue for the museum. Staff will need to assess whether current paid programming is cost and/or time-effective and whether alternative opportunities might be advised.

2. Merchandise Sales

Sales of merchandise can generate revenue for a museum and may do so in myriad ways. The Town of Windsor Museum currently permits the sale of photographic prints from its collection but does not actively solicit these sales. Sales transactions, which include payment, production, and delivery, are the sole responsibility of museum staff. To date, this is a cumbersome process that may benefit from some level of outsourcing.

Increased e-commerce by museums and cultural institutions has elicited mixed responses from these same institutions. The success of such endeavors seems to depend on the sophistication and ease-of-use of the platform itself. But, as Mary Theobald observes in her book, Museum Store Management, "E-commerce is just a catalog without the paper." Her argument is that most effective on-line stores have capitalized upon the success of earlier paper catalogs and/or physical stores. Examples include The Henry Ford, Colonial Williamsburg, and the Metropolitan Museum of Art. If the Town of Windsor Museum was to pursue a gift store on premise, it would need to determine whether it was capable of keeping a product inventory, collecting and evaluating sales data, and remitting applicable taxes. While some museums manage their gift stores in-house, many outsource this function to avoid the aforementioned concerns. This type of arrangement might best serve the museum if a museum advocacy or fundraising organization ever evolves.

B. Alternative Funding

1. Philanthropic

Defined as the concept of voluntary giving by an individual or group to promote the common good and improve the quality of life. Philanthropy generally takes the form of donor/friend programs, capital campaigns, and volunteer/in-kind services.

To date, the Town of Windsor Museum has not seen a community interest in a “Friends” – type group. It is hoped that with operational improvements outlined in this plan there will be greater opportunity for investment in the museum and a ready desire by the community. No capital campaigns are planned for the immediate future. The potential does exist for such an effort to support the construction of a dedicated collections storage facility and ADA-access to the Art & Heritage Center. However, mounting a capital campaign can involve extensive staff and financial resources. The 2007 Parks, Recreation, Trails and Open Space Master Plan recommended “outsourcing this task to a firm that specializes in this form of fundraising, or creating a specific position dedicated to partnerships and alternative funding.”

2. Grants

Because of the surge of alternative funding options being sought by governmental agencies, the competition for grants and awards has become more competitive than ever. However, the amount of money that can be obtained by virtue of submitting grant proposals is often large enough that this is a worthwhile investment of time. Due to the unreliable nature of this method of alternative funding, grants should be pursued for supplementary income, but not relied on as a primary means of operating funding.

The exception to this is proposing for grants that require matching funds. If other means of fundraising can be used to collect necessary dollars, Windsor should aggressively pursue grants that will provide a matching contribution.

The Town of Windsor Art & Heritage Division does engage in grant writing. These efforts should be pro-active and coordinated to ensure that all relevant grant opportunities are identified and prioritized.

3. Partnerships

Museums understand well the value of forging partnerships with outside agencies. Partnerships have the ability to build stronger consensus across a wider range of constituents. Beyond the obvious benefit of combining resources and broadening impact within the community, partnerships are viewed favorably by outside funding agencies.

The Town of Windsor recognizes the potential to partner with a diverse group of agencies within the community and has done so to the best of their current abilities. The Town of Windsor Museum has the opportunity to vastly expand upon its present abilities provided there is time

dedicated to such an endeavor and effective leadership is in place from all parties. There must be reciprocal benefits accruing to all parties in a partnership arrangement if it is to be successful. In addition to financial considerations, benefits may include efficiencies from removal of service duplication or use of complementary assets, and enhanced stability for the service. Ultimately, the personalities of individuals involved in a partnership and the personal relationships that they forge determine its effectiveness.

Appendix



MEMORANDUM

Date: January 13, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Scott Ballstadt, AICP, Chief Planner
Subject: Ordinance No. 2013-1465 Approving the Highland Meadows Golf Course
Subdivision 8th Filing Rezoning – Second Reading
Location: East of and adjacent to Fairgrounds Avenue; south of and adjacent to Colonial
Drive; west of and adjacent to Highland Meadows Parkway; and north of and
adjacent to Crooked Stick Drive
Item #s: C.1

DISCUSSION:

The enclosed Ordinance No. 2013-1465 was approved on first reading by the Town Board following a public hearing at the December 9, 2013 regular meeting. No changes have been made to the ordinance since first reading.

The applicant, Mr. Jon Turner, Colorado 80 Holdings LLC, represented by Mr. Jim Birdsall, The Birdsall Group, is proposing to reconfigure the existing zoning of the Highland Meadows Golf Course Subdivision 8th Filing (which was previously known as Highland Meadows Golf Course Tract H) for future commercial and residential development. The existing and proposed zoning of the property is Residential Mixed Use (RMU) and General Commercial (GC), so the rezoning simply proposes to shift some of the zoning lines between uses.

The master plan proposes a mixed use development including retail, office, restaurant, corporate campus, general commercial, recreational multi-family and patio home uses. The proposed rezoning, amended master plan and major subdivision propose that the commercial uses primarily front Fairgrounds Avenue and the residential uses generally back to Highland Meadows Parkway, creating a transition from commercial to residential uses.

Conformance with Vision 2025: The application is consistent with Vision 2025 Housing Quality and Diversity Goal 1: "Provide choices for housing in town, not just single family homes," and Economic Vitality Goal 3: "Grow and Diversify the Windsor economy," and Goal 4: "Establish the Town of Windsor as a Business and Lifestyle Destination."

Relationship to Strategic Plan: The proposal advances the Strategic Plan Vision #5: "Windsor residents enjoy a friendly community with housing opportunities, choices for leisure, cultural activities, recreation and mobility for all" and Goal 3: "Diversify, Grow, and Strengthen the Local Retail and Industrial Economy."

Recommendation: Approval of ordinance on second reading

Notification:

- Notice of November 20, 2013 Planning Commission public hearing published in November 1, 2013 Windsor Beacon
- Notice of December 9, 2013 Town Board public hearing published in November 1, 2013 Windsor Beacon
- Notice of both public hearings posted on Town website and bulletin board
- Signs posted on the property
- November 8, 2013 applicant letter to property owners within 300-feet

Neighborhood Meeting(s): A neighborhood meeting was held in accordance with the Municipal Code requirements on November 13, 2012.

Attachments: Ordinance No. 2013-1465
Rezoning petition
Rezoning plat
PowerPoint slides

pc: Jon Turner, Colorado 80 Holdings LLC, applicant
Jim Birdsall, The Birdsall Group, applicant's representative

TOWN OF WINDSOR, COLORADO

ORDINANCE NO. 2013-1465

AN ORDINANCE PURSUANT TO CHAPTER 16, ARTICLE V OF THE *WINDSOR MUNICIPAL CODE* APPROVING THE REZONING OF HIGHLAND MEADOWS GOLF COURSE SUBDIVISION, 8TH FILING, UPON THE APPLICATION OF COLORADO 80 HOLDINGS LLC

WHEREAS, the Town of Windsor is a home rule municipality with all powers conferred under Colorado law; and

WHEREAS, the Town has in place a comprehensive system of land use regulations, the purpose of which is to promote the public health, safety and welfare; and

WHEREAS, the Town has adopted the zoning regulations set forth in Chapter 16 of the *Windsor Municipal Code* (“Zoning Code”), under which parcels of land are identified and classified for regulatory purposes; and

WHEREAS, the property known as “Highland Meadows Golf Course Subdivision, 8th Filing” (“Property”), is presently zoned “General Commercial GC” and “Residential Mixed Use RMU”, pursuant to the regulations found in Article XIX of the Zoning Code; and

WHEREAS, the owner of the Property, Colorado 80 Holdings, LLC, has filed a Petition (“Petition”) requesting rezoning of the Property to reconfigure the boundaries of its current General Commercial GC and Residential Mixed Use RMU designation to coincide with newly-configured property lines; and

WHEREAS, in accordance with the requirements for rezoning found in Article V of the Zoning Code, the Petition has been reviewed by staff and referred to the Planning Commission for review and recommendation following a public hearing; and

WHEREAS, the Planning Commission has recommended that the Town Board approve the rezoning request, subject to certain conditions; and

WHEREAS, pursuant to the requirements for rezoning found in Article V of the Zoning Code, the Town Board has convened a public hearing and heard relevant evidence with respect to the merits of the Petition; and

WHEREAS, based upon the evidence presented at the public hearing, the Town Board concludes that the Petition should be granted, and the Property rezoned as requested.

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

1. The property known as Highland Meadows Golf Course Subdivision, 8th Filing (“Property”) is and shall henceforth be rezoned from General Commercial GC to Residential Mixed Use RMU.
2. In addition to all other applicable regulations, the use of the Property shall be subject to the regulations found in Chapter 16, Article XXI of the *Windsor Municipal Code*.
3. Pursuant to *Windsor Municipal Code* § 16-5-20 (d) (3), within ten (10) days of the effective date of this Ordinance, Colorado 80 Holdings, LLC, shall submit to the Planning Department a certified copy of a compact disc (CD) containing all drawings that have been approved by the Town, plus two (2) translucent original Mylars of final rezoning maps.

Introduced, passed upon a vote of ____ in favor and ____ opposed on first reading and ordered published this 9th day of December, 2013.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Passed on second reading upon a vote of ____ in favor and ____ opposed, and ordered published this 13th day of January, 2014.

TOWN OF WINDSOR, COLORADO

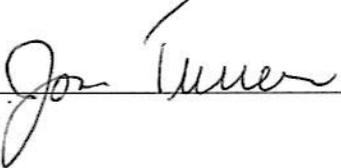
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

REZONING PETITION

(I, We) the undersigned, being the owners of the property described as Tract H of Highland Meadows Golf Course Subdivision, a parcel of land located in Section 26 and the NW ¼ of Section 25, Township 6 North, Range 68 West of the 6th P.M., Town of Windsor, County of Larimer, State of Colorado containing a total of 84.748 acres more or less, hereby request a change in zoning from General Commercial to Residential Mixed Use (see attached breakdown) and do hereby pay the required fee.

Date	Owners	Signature	Mailing Address
9/20/12	Jon A. Turner		8020 S. CR 5, Suite 200 <u>Windsor, CO. 80528</u>

PROPOSED ZONING GC FROM RMU (REZONE 1):

A portion of Highland Meadows Golf Course Subdivision Fourth Filing located in Section 26, Township 6 North, Range 68 West of the 6th P.M., Town of Windsor, County of Larimer, State of Colorado and more particularly described as follows:

Considering the west line of said Fourth Filing as bearing South 00°33'07" West and with all bearings contained herein relative thereto:

Commencing at the Northwest Corner of Highland Meadows Golf Course Subdivision Fourth Filing; thence South 24°12'38" East, 2,044.76 feet to the Point of Beginning; thence, South 82°41'16" East, 639.34 feet; thence, South 07°18'44" West, 135.00 feet; thence, North 82°41'16" West, 676.03 feet; thence, North 00°11'55" East, 80.39 feet; thence along a curve concave to the Northwest, having a central angle of 57°37'15" with a radius of 75.00 feet, an arc length of 75.43 feet and the chord of which bears North 47°29'51" East, 72.29 feet to the Point of Beginning, containing 90,469 square feet, more or less.

PROPOSED ZONING RMU FROM GC (REZONE 2):

A portion of Highland Meadows Golf Course Subdivision Fourth Filing located in Section 26, Township 6 North, Range 68 West of the 6th P.M., Town of Windsor, County of Larimer, State of Colorado and more particularly described as follows:

Considering the west line of said Fourth Filing as bearing South 00°33'07" West and with all bearings contained herein relative thereto:

Commencing at the Northwest Corner of Highland Meadows Golf Course Subdivision Fourth Filing; thence South 47°33'08" East, 1,146.71 feet to the Point of Beginning; thence, South 89°48'12" East, 295.81 feet; thence, North 89°39'03" East, 297.67 feet; thence, South 01°02'07" East, 107.71 feet; thence along a curve concave to the East, having a central angle of 07°11'31" with a radius of 2544.00 feet, an arc length of 319.33 feet and the chord of which bears South 04°37'52" East, 319.12 feet; thence, South 08°13'37" East, 297.08 feet; thence along a curve concave to the West, having a central angle of 08°13'37" with a radius of 570.00 feet, an arc length of 81.85 feet and the chord of which bears South 04°06'49" East, 81.78 feet; thence, North 89°48'12" West, 672.30 feet; thence, North 00°11'48" East, 798.26 feet to the Point of Beginning, containing 499,450 square feet, more or less.

PROPOSED ZONING RMU FROM GC (REZONE 3):

A portion of Highland Meadows Golf Course Subdivision Fourth Filing located in Section 26, Township 6 North, Range 68 West of the 6th P.M., Town of Windsor, County of Larimer, State of Colorado and more particularly described as follows:

Considering the west line of said Fourth Filing as bearing South 00°33'07" West and with all bearings contained herein relative thereto:

Commencing at the Northwest Corner of Highland Meadows Golf Course Subdivision Fourth Filing; thence South 40°14'24" East, 310.70 feet to the Point of Beginning; thence along a curve concave to the East, having a central angle of 07°14'53" with a radius of 122.08 feet, an arc length of 15.44 feet and the chord of which bears South 05°05'33" East, 15.43 feet; thence, South 08°42'59" East, 91.03 feet; thence along a curve concave to the West, having a central angle of 08°54'42" with a radius of 150.00 feet, an arc length of 23.33 feet and the chord of which bears South 04°15'38" East, 23.31 feet; thence, South 00°11'43" West, 96.11 feet; thence along a curve concave to the West, having a central angle of 01°12'36" with a radius of 400.00 feet, an arc length of 8.45 feet and the chord of which bears North 07°13'36" West, 8.45 feet; thence, North 07°49'54" West, 89.90 feet; thence along a curve concave to the East, having a central angle of 08°25'15" with a radius of 380.04 feet, an arc length of 55.86 feet and the chord of which bears North 03°49'54" West, 55.81 feet; thence, North 00°22'43" East, 71.58 feet to the Point of Beginning, containing 1,747 square feet, more or less.

PROPOSED ZONING GC FROM RMU (REZONE 4):

A portion of Highland Meadows Golf Course Subdivision Fourth Filing located in Section 26, Township 6 North, Range 68 West of the 6th P.M., Town of Windsor, County of Larimer, State of Colorado and more particularly described as follows:

Considering the west line of said Fourth Filing as bearing South 00°33'07" West and with all bearings contained herein relative thereto:

Commencing at the Northwest Corner of Highland Meadows Golf Course Subdivision Fourth Filing; thence South 25°11'37" East, 510.43 feet to the Point of Beginning; thence along a curve concave to the West, having a central angle of 06°47'24" with a radius of 400.00 feet, an arc length of 47.40 feet and the chord of which bears South 03°13'36" East, 47.37 feet; thence, South 00°10'06" West, 121.54 feet; thence, North 89°49'54" West, 2.88 feet; thence, North 00°11'43" East, 168.83 feet to the Point of Beginning, containing 436 square feet, more or less.

PROPOSED ZONING GC FROM RMU (REZONE 5):

A portion of Highland Meadows Golf Course Subdivision Fourth Filing located in Section 26, Township 6 North, Range 68 West of the 6th P.M., Town of Windsor, County of Larimer, State of Colorado and more particularly described as follows:

Considering the west line of said Fourth Filing as bearing South 00°33'07" West and with all bearings contained herein relative thereto:

Commencing at the Northwest Corner of Highland Meadows Golf Course Subdivision Fourth Filing; thence South 09°20'31" East, 1,980.77 feet to the Point of Beginning; thence, North 66°01'20" East, 236.13 feet; thence, South 10°14'29" East, 19.02 feet; thence along a curve concave to the Northeast, having a central angle of 24°19'18" with a radius of 75.00 feet, an arc length of 31.84 feet and the chord of which bears South 22°24'08" East, 31.60 feet; thence, South 40°05'36" West, 27.31 feet; thence, South 00°14'34" East, 425.18 feet; thence along a curve concave to the Southwest, having a central angle of 17°57'30" with a radius of 150.00 feet, an arc length of 47.01 feet and the chord of which bears North 51°00'51" West, 46.82 feet; thence, North 59°59'36" West, 119.23 feet; thence along a curve concave to the Northeast, having a central angle of 59°45'01" with a radius of 150.00 feet, an arc length of 156.43 feet and the chord of which bears North 30°07'05" West, 149.43 feet; thence, North 00°14'34" West, 179.70 feet to the Point of Beginning, containing 79,641 square feet, more or less.

PROPOSED ZONING RMU FROM GC (REZONE 6):

A portion of Highland Meadows Golf Course Subdivision Fourth Filing located in Section 26, Township 6 North, Range 68 West of the 6th P.M., Town of Windsor, County of Larimer, State of Colorado and more particularly described as follows:

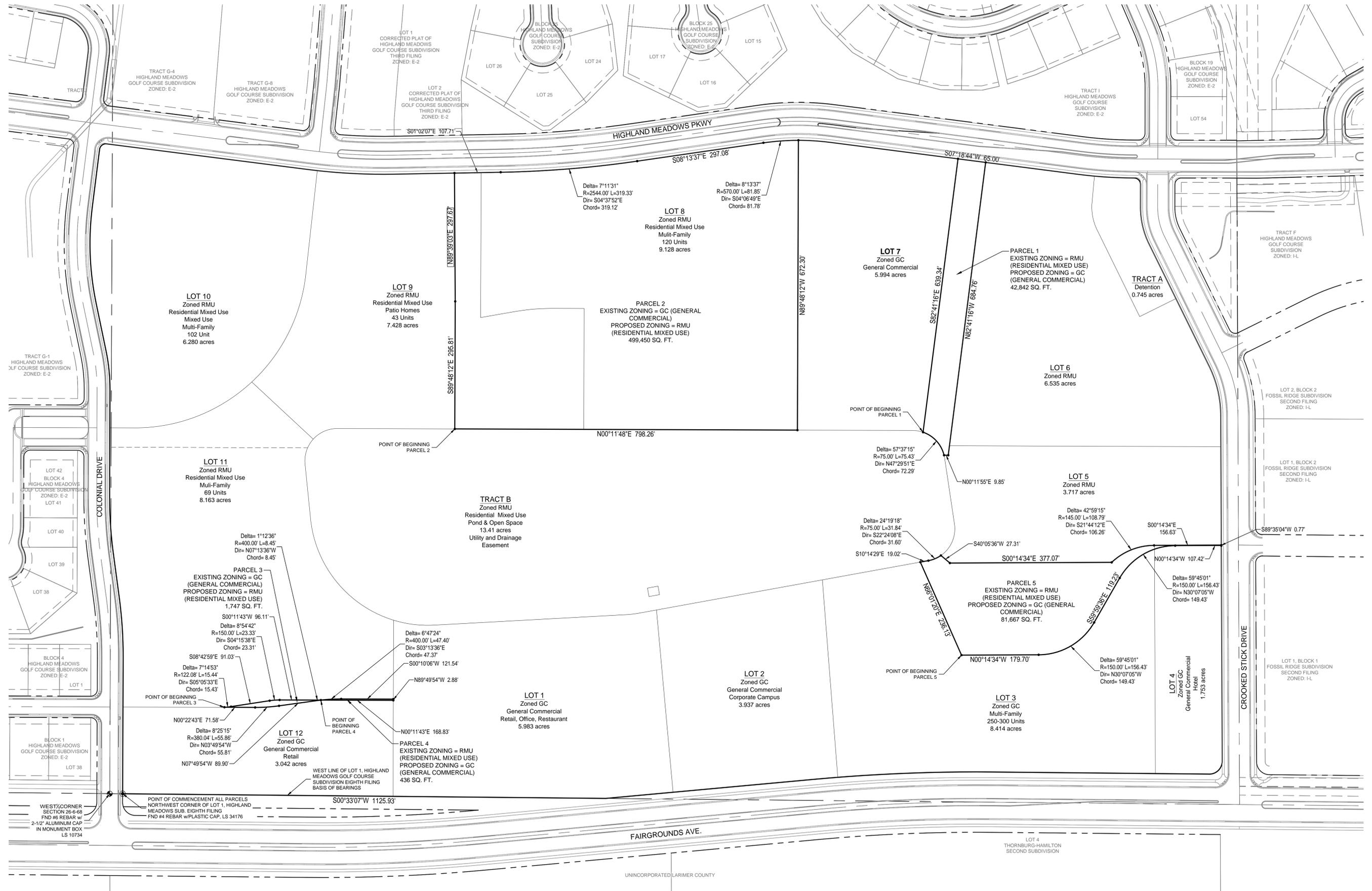
Considering the west line of said Fourth Filing as bearing South 00°33'07" West and with all bearings contained herein relative thereto:

Commencing at the Northwest Corner of Highland Meadows Golf Course Subdivision Fourth Filing; thence South 12°51'23" East, 2,413.03 feet to the Point of Beginning; thence along a curve concave to the Southwest, having a central angle of 41°47'32" with a radius of 150.00 feet, an arc length of 109.41 feet and the chord of which bears South 21-08'20" East, 107.00 feet; thence, South 00°14'34" East, 107.42 feet; thence, South 89°45'26" West, 38.16 feet; thence, North 00°14'34" West, 207.39 feet to the Point of Beginning, containing 6,716 square feet, more or less.

HIGHLAND MEADOWS GOLF COURSE SUBDIVISION EIGHTH FILING REZONING



100 0 100 200 300 Feet
(IN FEET)
1 inch = 100ft.



Revisions:
Date:
No.:

REVIEW SET

NOT FOR CONSTRUCTION

09/19/2013

These drawings are instruments of service provided by Northern Engineering Services, Inc. for any type of construction unless signed and sealed by the engineer of Northern Engineering Services, Inc.

NORTHERN ENGINEERING

200 South College Avenue, Suite 100
Fort Collins, Colorado 80524

PHONE: 970.221.5158 FAX: 970.221.4159
www.northernengineering.com



DATE: SEPT 19, 2013
PROJECT: 103-027
DESIGNED BY: J. Prelog
DRAWN BY: J. Prelog
SCALE: 1" = 100'
REVIEWED BY: G. Schack

HIGHLAND MEADOWS GOLF COURSE SUBDIVISION
EIGHTH FILING REZONING

ZONING PLAN

Sheet
2
Of 2 Sheets

DRAWING FILENAME: D:\Projects\103-027\Map\103-027_REZONE_MAP.dwg DATE: Sep 20, 2013 4:18:09 PM CAD OPERATOR: jprelog LIST OF REVISIONS: [103-027_48357] [103-027_48357] [103-027_48357]



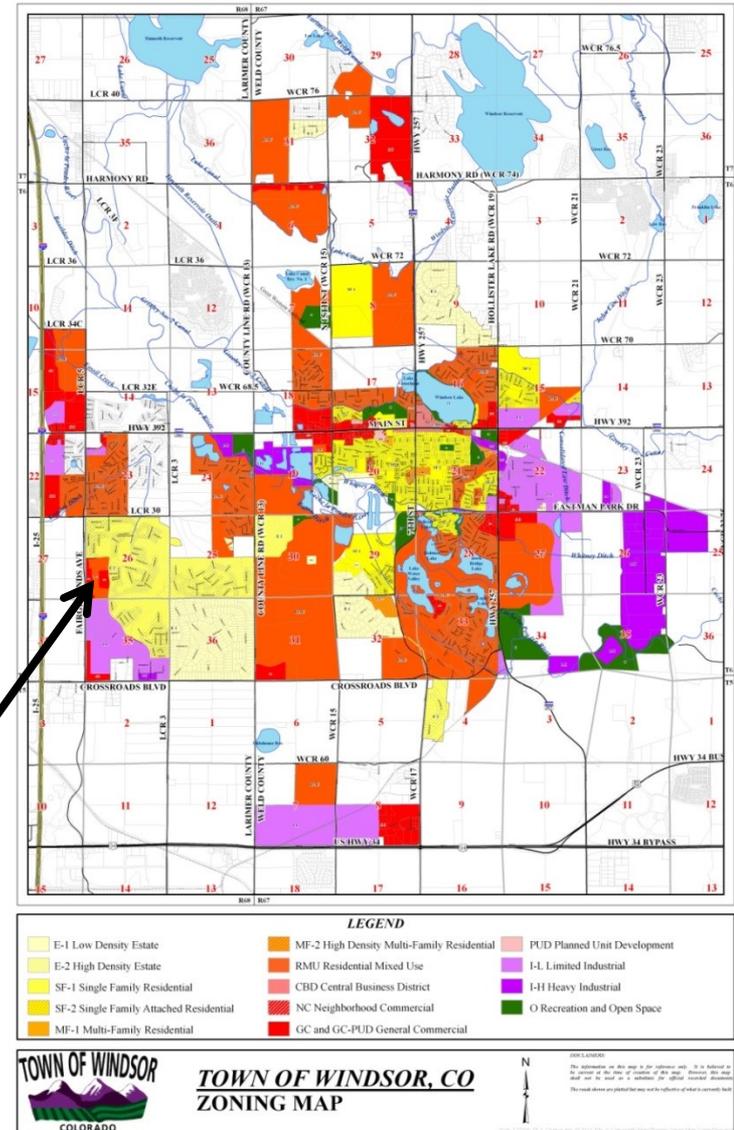
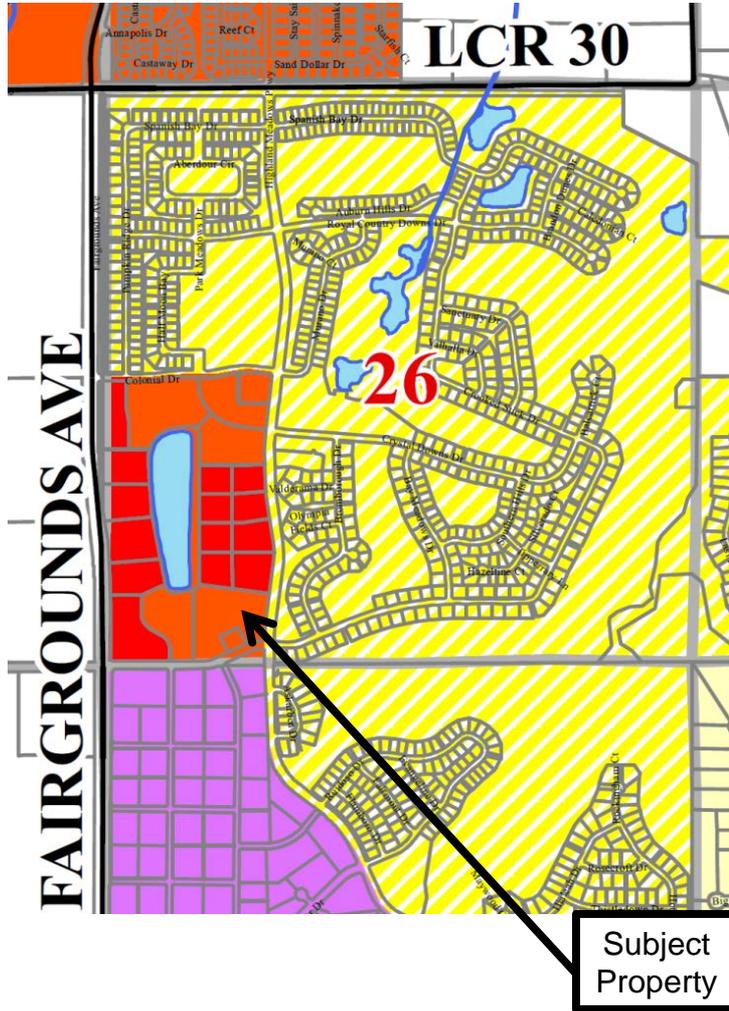
Highland Meadows Golf Course Subdivision 8th Filing Rezoning Ordinance No. 2013-1465 Second Reading

Scott Ballstadt, AICP
January 13, 2014

Town Board

C.1

Zoning





Rezoning

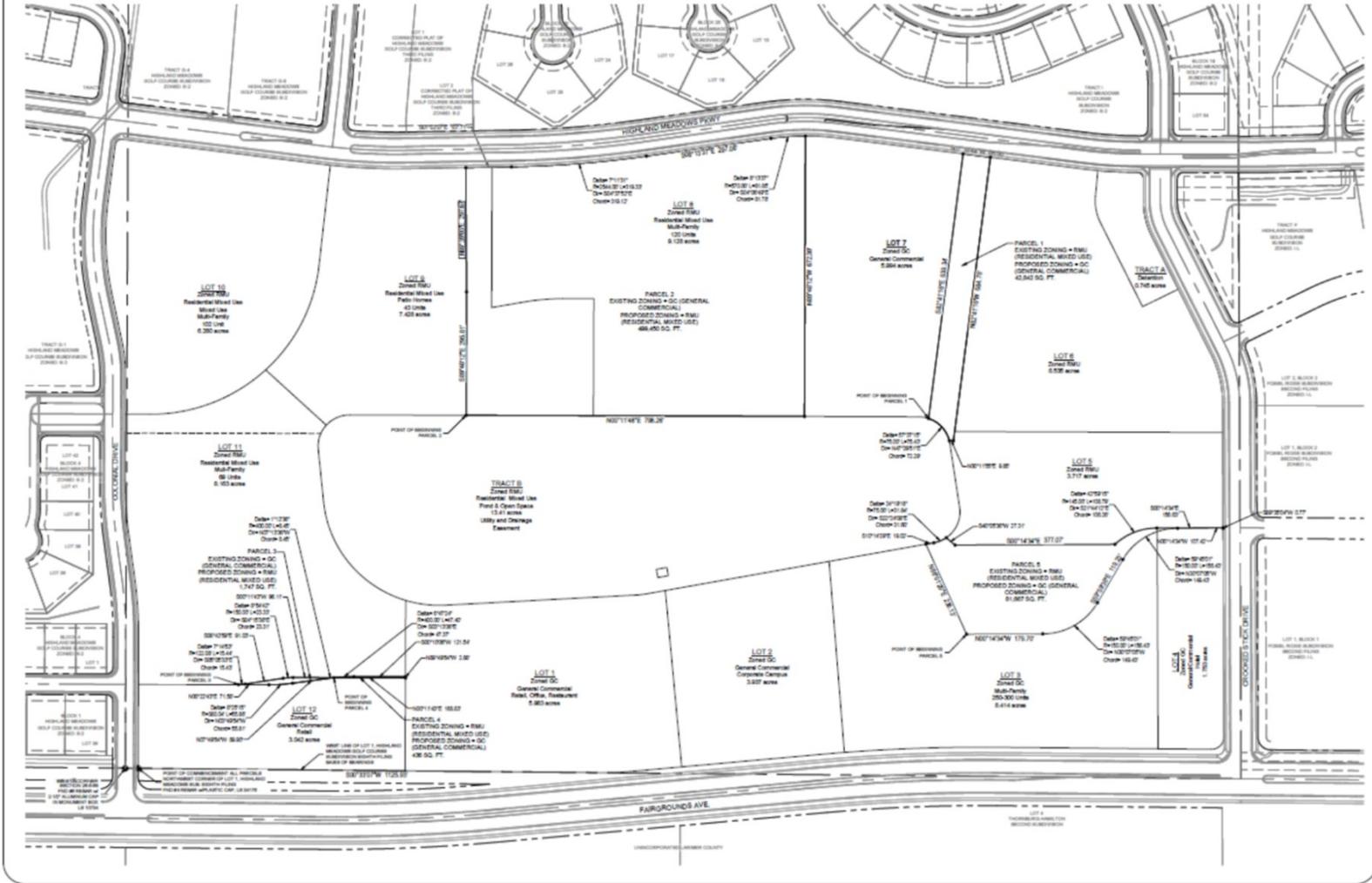
Article V of Chapter 16 of the Municipal Code outlines the purpose of the Rezoning process:

Sec. 16-5-20. Rezoning applications.

(a) Purpose. The purpose of this Section is to provide a procedure for changing the existing zone classification of parcels of land within the Town.

Rezoning

HIGHLAND MEADOWS GOLF COURSE SUBDIVISION EIGHTH FILING REZONING



REVIEW SET
 NOT FOR CONSTRUCTION

NORTHERN ENGINEERING
 1000 W. 10TH AVENUE, SUITE 100
 DENVER, CO 80202
 PHONE: 303.733.1111
 FAX: 303.733.1112
 WWW.NORTHERNENGINEERING.COM

HIGHLAND MEADOWS GOLF COURSE SUBDIVISION
 EIGHTH FILING REZONING

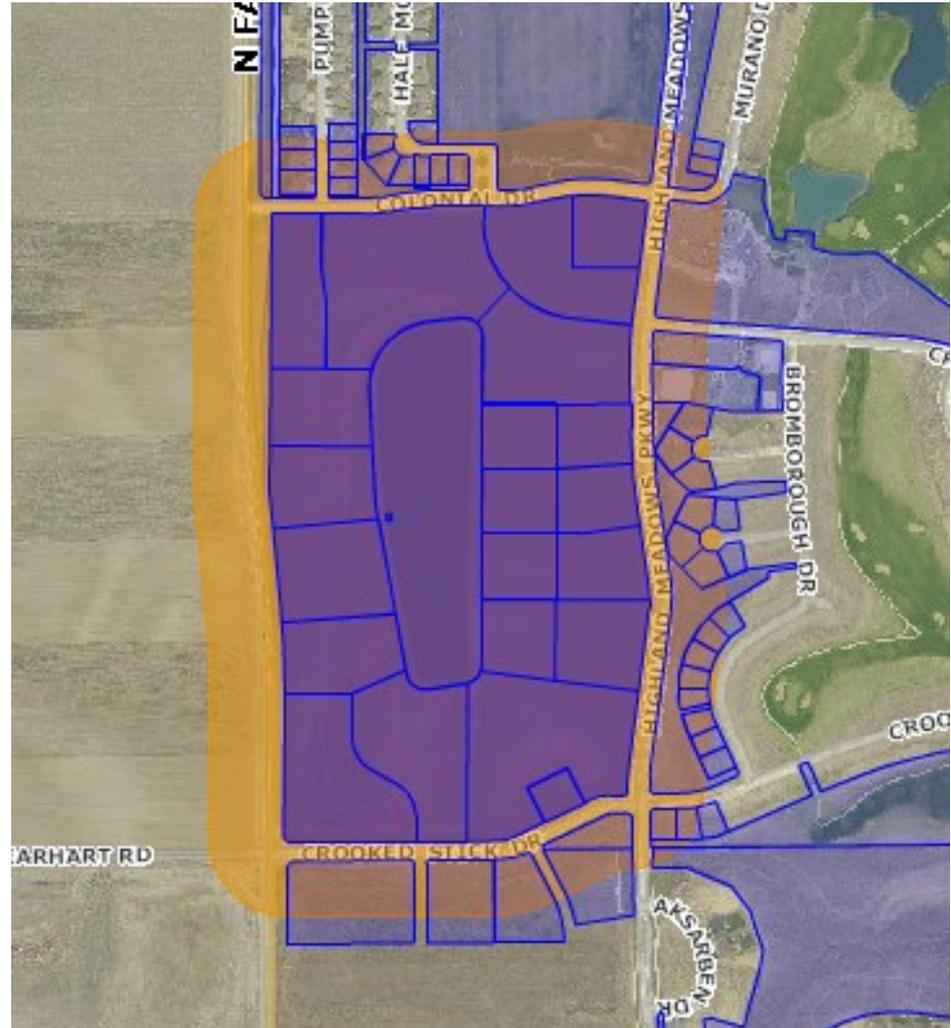
ZONING PLAN

Sheet
 2
 Of 2 sheets

Notification

Notification Area

- The neighborhood meeting was held on November 13, 2012
- Notice of public hearings was published in the newspaper on November 1, 2013
- Signs were posted on the property
- Letters were mailed to surrounding property owners within 300-feet on November 8, 2013





Rezoning

Staff requests that the following be entered into the record:

- Application materials
- Staff memorandum and supporting documents
- Recommendation



MEMORANDUM

Date: January 13, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: John E. Michaels, Chief of Police
Re: Adoption of Model Traffic Code
Item #: C.2 & C.3

Background / Discussion:

At the November 13th work secession, Ian McCargar and I discussed adopting the 2010 Model Traffic Code from the State of Colorado updating the 2003 version we currently function under. Outlined below are the new laws that have been added since 2003 and the recommended deletions from the code that are not needed since they are covered under already existing Town Ordinances.

Differences between 2003 and 2010 Model Traffic Code and recommendations

RETAIN:

(new) 101	Short Title (title only, no additional verbiage)
(new) 102	Legislative Declaration (title only, no additional verbiage)
(new) 109.6	Class B low-speed electric vehicles – effective date – rules
(new) 116	Restrictions for minor drivers - definitions
(new) 117	Personal mobility devices
205.5	Eliminated (Lamps on Motor Vehicles – Additional Requirements)
(new) 238	Blue and red lights – illegal use or possession
(new) 239	Misuse of wireless telephone – definitions – penalty – preemption
(new) 240	Low-speed electric vehicle equipment requirements
(new) 713	Yielding right-of-way to transit buses – definitions – penalty
(new) 1008.5	Crowding or threatening bicyclist
(new) 1012	High occupancy vehicle (HOV) and high occupancy toll (HOT) lanes
(new) 1013	Passing lane – definitions – penalty
(new) 1203	Ski areas to install signs
(new) 1212	Pay parking access for disabled
(deleted) 1414	Moving of construction equipment
(new) 1414	Use of dyed fuel on highways prohibited
(deleted) 1415	Use of dyed fuel on highways prohibited
(new) 1415	Radar jamming devices prohibited – penalty
1502	Riding on motorcycles – protective helmet (contains expanded verbiage)
(new) 1718	Electronic transmission of data – standards
(new) 1719	Violations – commercial driver's license – compliance with federal regulation
(new)	Part 18, Vehicles Abandoned on Public Property
(new)	Appendices – Definitions

RECOMMENDED DELETIONS:

DELETE:

Part 17, Penalties and Procedure

1701 & 1702 - The penalty for a violation of this article shall be provided in Chapter I, Article IV of the Windsor Municipal Code

DELETE:

Appendix – Part A-G (not needed for Law Enforcement or Municipal Court)

- A. Instructions for adoption by reference
- B. Specimen ordinance for adoption by reference
- C. Specimen notice of hearing
- D. Specimen certification – posting of notice
- E. Instructions for amending the Model Code previously adopted by reference
- F. Listing of amendments for updating previous edition of model traffic code adopted by reference
- G. Specimen certification of Model Code

A copy of the original work session memo is attached for your review.

Financial Impact:

None other than previously budgeted.

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

Relationship to Strategic Plan:

Residents Feeling Safe and Secure Throughout Windsor

Recommendation:

Move to adopt Ordinance 2014-1466

Attachments:

Model Traffic Code, 2010 (Colorado Department of Transportation); Ordinance No. 2014-1466
Work Session Memo

TOWN OF WINDSOR

ORDINANCE NO. 2014-1466

AN ORDINANCE REPEALING AND READOPTING ARTICLE I OF CHAPTER 8 OF THE *WINDSOR MUNICIPAL CODE* AND ADOPTING BY REFERENCE THE 2010 EDITION OF THE "MODEL TRAFFIC CODE FOR COLORADO", PROMULGATED BY THE COLORADO DEPARTMENT OF TRANSPORTATION, SAFETY AND TRAFFIC ENGINEERING BRANCH, 4201 EAST ARKANSAS AVENUE, EP 700, DENVER, COLORADO 80222, WITH AMENDMENTS, REPEALING ALL ORDINANCES IN CONFLICT THEREWITH, AND PROVIDING PENALTIES FOR VIOLATION THEREOF

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

WHEREAS, the Town has in place a comprehensive system of traffic and vehicle regulations, the purpose of which is to promote the public health, safety and welfare; and

WHEREAS, the Colorado Department of Transportation, Safety and Traffic Engineering Branch, has developed the "Model Traffic Code" as a uniform and recognizable set of traffic and vehicle regulations familiar to law enforcement and the courts; and

WHEREAS, Colorado Department of Transportation formally adopted the Model Traffic Code, 2010 Edition, by formal action, and has promulgated it for the benefit of the public; and

WHEREAS, the subject matter of the Model Traffic Code relates primarily to comprehensive traffic control regulations for the Town; and

WHEREAS, the purpose of this Ordinance and the Model Traffic Code adopted herein is to provide a system of traffic regulations consistent with state law and generally conforming to similar regulations throughout the state and the nation; and

WHEREAS, the Town Board has reviewed the within Ordinance, including the additions and modifications set forth below, and has concluded that the public health, safety and welfare will be promoted by the adoption of the within Ordinance.

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

Section 1. Article I of Chapter 8 of the Windsor Municipal Code is repealed and readopted as follows:

ARTICLE I
Model Traffic Code

Sec. 8-1-10. Adoption.

Pursuant to Parts 1 and 2 of Article 16 of Title 31, C.R.S., the Town of Windsor does hereby adopt by reference the 2010 edition of the Model Traffic Code for Colorado, promulgated and published as such by the Colorado Department of Transportation, Safety and Traffic Engineering Branch, 4201 East Arkansas Avenue, Denver, CO 80222. The subject matter of the Model Traffic Code relates primarily to comprehensive traffic control regulations for the Town. The purpose of this Ordinance and the adopted Model Traffic Code is to provide a system of traffic regulations consistent with state law and generally conforming to similar regulations throughout the State and the nation. Three (3) copies of the adopted Model Traffic Code are now filed in the office of the Town Clerk of Windsor, Colorado, and may be inspected during regular business hours.

Sec. 8-1-20. Additions and modifications.

The adopted Model Traffic Code is subject to the following additions and modifications:

(1) Section 107 is amended to read as follows:

107. Obedience to police and fire department officials. No person shall willfully fail or refuse to comply with any lawful order or direction of any police officer, or member of the fire department at the scene of a fire, who is invested by the law or ordinance with authority to direct, control or regulate traffic.

(2) Section 1203 is added to read as follows:

1203. Parking for certain purposes prohibited. No person shall park a vehicle upon a roadway for the principal purpose of:

- (1) Displaying such vehicle for sale;
- (2) Washing, greasing, painting or repairing such vehicle except repairs necessitated by an emergency;
- (3) Displaying advertising.

(3) Section 1204(1) is amended by adding paragraph (1):

(1) Within an alley except during the necessary and expeditious loading and unloading of merchandise or freight. No person shall stop, stand or park a vehicle

within an alley in such position as to block the driveway entrance to any abutting property.

(4) Section 1204(2) is amended by adding paragraph (g) to read as follows:

(g) Within less than two (2) feet clearance from adjacent vehicles."

(5) Section 1701 is hereby amended to read as follows:

The penalty for a violation of this Article shall be as provided in Chapter 1, Article IV of the *Windsor Municipal Code*.

(6) Section 1702 is hereby stricken.

(7) Appendix Parts A through G, inclusive, are hereby stricken.

Sec. 8-10-30. Application.

This Article shall apply to all streets, alleys, highways, lanes and ways, whether public or private, within the corporate limits of the Town without exception.

Sec. 8-1-40. Interpretation.

This Article shall be so interpreted and construed as to effectuate its general purpose to conform to the State's uniform system for the regulation of vehicles and traffic. Article and section headings of this Ordinance and adopted Model Traffic Code shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or extent of the provisions of any article or section thereof.

Sec. 8-1-50. Certification.

The Town Clerk shall certify to the passage of this Ordinance and make not less than three (3) copies of the adopted Model Traffic Code available for inspection by the public during regular business hours.

Sec. 8-1-60. Penalties.

The following penalties, herewith set forth in full, shall apply to this Article:

(1) It is unlawful for any person to violate any of the provisions adopted in this Article.

(2) Every person convicted of a violation of any provision adopted in this Article shall be punished by a fine not exceeding the maximum penalty provided in Chapter 1, Article IV of this Code, and/or useful public service as is allowed by specific ordinance.

Sec. 8-1-70. Speeding fines doubled.

(1) Any fine imposed as a penalty for speeding shall be doubled if such speeding took place within a school zone or a construction zone. The total fine imposed pursuant to this sub-section shall not exceed the maximum penalty provided in Chapter 1, Article IV of this Code.

(2) The Town Manager is hereby authorized to oversee the development and placement of appropriate street signs and to oversee the development and adoption of such other rules and regulations as may be deemed necessary to effectuate and carry out the intent of this Section.

Sec. 8-1-80. Validity.

If any part or parts of this Ordinance are for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Board hereby declares that it would have passed this Ordinance and each part or parts thereof, irrespective of the fact that any part or parts are later declared invalid.

Sec. 8-1-90. Repeal.

Existing or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed, and all ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed, except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to this Ordinance taking effect.

Introduced, passed on first reading and ordered published this 13th day of January, 2014.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Passed on second reading, and ordered published this 27th day of January, 2014.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 13, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: Election calendar dates for Write in Candidate & Cancellation of Election
Item #: C.4.

Background / Discussion:

In 1998 when the Town was conducting polling place municipal elections, the Town Board passed an ordinance adopting dates for the submission of write in candidates of 20 days before the election and cancellation of an election due to no more nominations or writes in candidates than seats available for the municipal election of 19 days before the election.

Since 2008, the Town has been conducting municipal elections by mail ballot which has a very different timeline for submission of documents and providing ballots. The current mail ballot statute requires ballots to be mailed out 22 days before the election. Under the current ordinance, the deadline for write in affidavits is two days after ballots are to be mailed out. This timeframe does not give the write in candidate opportunity to campaign or for the citizens to potentially vote for this candidate if they receive and vote their ballot before the write in affidavit is submitted. There is additional concern with the timeframe for the printing of ballots; the Clerk's office is only required to provide a line for a write in candidate if an affidavit is submitted. Ballot information is sent to be printed approximately two weeks before an election.

Review of the state statutes along with home rule municipality election calendars show that most have write in affidavits due between five and seven days after the nomination petition deadline. Pursuant to that information, the attached ordinance references a deadline for write in affidavits of 50 days before the election and the option for cancellation at 49 days before the election. The modified calendar would be as follows:

First day to circulate nomination petitions	January 21, 2014	77 days before election
Nomination petitions due	February 10, 2014	57 days before election
Write in candidate affidavits due	February 17, 2014	50 days before election
Last day to cancel election	February 18, 2014	49 days before election
First day to send out ballots	March 17, 2014	22 days before election
Election day	April 8, 2014	

Relationship to Strategic Plan:

1.C. Provide and support ample opportunities for residents to be actively involved in the town governance process and in serving the community.

Recommendation:

Motion to approve Ordinance No. 2014-1467 - An Ordinance Amending Chapter 2, Article XII of the Windsor Municipal Code with Respect to Election Practices within the Town of Windsor

Attachments:

Ordinance No. 2014-1467

TOWN OF WINDSOR

ORDINANCE NO. 2014-1467

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE XII OF THE WINDSOR MUNICIPAL CODE WITH RESPECT TO ELECTION PRACTICES WITHIN THE TOWN OF WINDSOR

WHEREAS, the Town of Windsor (hereinafter, "Town") is a home rule municipality, with all powers of self-government as provided under Colorado law; and

WHEREAS, the Town's Home Rule Charter provides that municipal elections shall be governed by the Colorado Municipal Election Code, except as provided in the Charter or by ordinance; and

WHEREAS, the Town has recently determined that voter turn-out and election administration are enhanced by the conduct of mail ballot elections; and

WHEREAS, the Municipal Election Code contains write-in candidate filing requirements which, when overlaid with the timelines for mail ballot processes, have had the effect of preventing the orderly conduct and cancellation of mail ballot elections; and

WHEREAS, the Town Board believes it is essential that write-in candidates be afforded reasonable time limits for filing required paperwork, while assuring that the administration of mail ballot elections is conducted in an orderly fashion; and

WHEREAS, the Town Board also believes that, given the time limits established herein for write-in candidates, the cancellation of mail ballot elections for want of sufficient candidates should also be addressed; and

WHEREAS, the Municipal Election Code, Section 31, Article 10 of the Colorado Revised Statutes, authorizes the Town Board to adopt the within Ordinance; and

WHEREAS, the Town Board determines that the within amendments to the *Windsor Municipal Code* are necessary to assure the orderly and efficient administration of municipal elections within the Town.

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

1. The *Windsor Municipal Code* is amended by the addition of a new Section to Article XII, which shall read as follows:

Sec. 2-12-20. Required timelines, write-in candidates for mail ballot elections; cancellation of election.

1. Each write-in candidate shall file his or her Affidavit of Intent no later than fifty (50) days prior to the election for which the write-in candidate seeks consideration.
2. With respect to mail ballot elections only, if the only matter before the voters is the election of persons to office and if, at the close of business on the forty-ninth (49th) day before the election, there are not more candidates than offices to be filled at such mail ballot election, including write-in candidates filing Affidavits of Intent, the Town Clerk, if instructed by resolution of the Town Board either before or after such date, shall cancel the election and the Town Board shall by resolution declare the candidates elected. Upon such declaration, the candidates so declared elected shall be deemed elected. Notice of such mail ballot election cancellation shall be published, if possible, in order to inform the electors of the municipality, and notice of such cancellation shall be posted in Town Hall as provided for public meeting notices, and shall also be posted at the Community Recreation Center.

Introduced, passed on first reading, and ordered published this 13th day of January, 2014.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 27th day of January, 2014.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

DATE: January 13, 2014
TO: Mayor and Town Board
VIA: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
FROM: Scott Ballstadt, AICP, Chief Planner
SUBJECT: Public Hearing and Recommendation to Town Board - Conditional Use Grant proposing to apply Weld County E (Estate) zoning to 1201 Stone Mountain Drive
LOCATION: 1201 Stone Mountain Drive
ITEM #: C.5 and C.6

Background:

At their December 18, 2013 regular meeting, the Planning Commission declined to make a recommendation on the application without more specific information regarding the proposed animals and uses. Therefore, the public hearing and action on the conditional use grant request were continued to the January 15, 2014 Planning Commission meeting to allow additional time for the applicant to provide additional specific information for review and recommendation. The applicant and several neighbors have since submitted additional information that is being reviewed and will be considered by the Planning Commission at the January 15th meeting.

These items are included on this Town Board agenda as the required public hearing notice had already been published; therefore, staff will be recommending a continuance of these items so that the Town Board will have the January 15, 2014 Planning Commission recommendation.

Recommendation: Staff recommends that the Town Board continue the public hearing and action on this item to the January 27, 2014 Town Board meeting.

Notification: November 25, 2013 – Public Hearing notice posted on Town’s website
November 25, 2013 – Conditional Use Grant sign posted on the property
November 29, 2013 – Public Hearing legal ad published in newspaper
December 2, 2013 – Affidavit of Mailing to property owners within 100 feet

Attachment: December 18, 2013 draft Planning Commission minutes excerpt

pc: Clint and Erika Sattler, applicants
Gayle Homolka, neighbor
Marlene and Dick Griffith, neighbors
Kent and Lois Reitz, neighbors
Curt Shea and Judith Sanborn, neighbors
Betty Walker, neighbor
Stella and James Wright, neighbors
Susan and Carl Brucker, neighbors
Patricia Gentleman, neighbor

Mr. Walker stated that the property owner/applicant, WVBSR, represented by Mr. Jason Sherrill of Landmark Homes, has submitted a major subdivision plat, known as Lighthouse Point Townhomes Subdivision, Third Filing. The subdivision encompasses approximately fourteen and one-half (14.5) acres in Water Valley South Subdivision and is zoned Residential Mixed Use (RMU). He also stated a total of 112 residential lots and five (5) tracts are proposed, including 4- and 6-unit townhome-type attached residences with residential lot sizes range from approximately 1,600 – 3,200 square feet. The minimum lot area per dwelling unit for the proposed housing type is 1,400 square feet per Windsor Municipal Code Section 16-16-30. The residential lots total approximately five and one-half (5.5) acres; the five (5) tracts total approximately nine (9) acres.

Mr. Walker then told Commissioners the site was previously approved for 222 units with the Water Valley South Subdivision Tract O (Lighthouse Point) Site Plan. The site plan included 6- and 10-unit condominium buildings. He added this proposed subdivision is a reduction of 110 dwelling units from the previously approved site plan. The proposed street layout, landscaping, and clubhouse location will not change. Mr. Walker told Commissioners of the neighborhood meeting held on November 6, and presented a pictorial representation of the properties receiving notification of that meeting.

Mr. Walker concluded by stating staff recommends that the Planning Commission approve the preliminary major subdivision as presented, subject to the following condition:

1. All remaining Planning Commission and staff comments shall be addressed in the final major subdivision application.

Mr. Jason Sherrill briefly addressed the Commissioners, clarifying financing options contributing to the requested changes to the subdivision, noting increased salability; calling it a great shift for this piece of property.

Mr. Ehrlich asked if the condition of approval was acceptable. Mr. Sherrill stated that the proposed condition of approval was acceptable.

Mr. Ehrlich moved to approve the Preliminary Major Subdivision as presented, subject to staff condition. Mr. Tallon seconded the motion. Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul Ehrlich, Steve Scheffel, Victor Tallon, Ken Gerlach, David Cox, Wayne Frelund; Nays – None. Motion carried.

2. Public Hearing – Conditional Use Grant proposing to apply Weld County E (Estate) zoning to 1201 Stone Mountain Drive - Clint and Erika Sattler, property owners/applicants – S. Ballstadt

Mr. Ballstadt advised the Commissioners the applicants, Mr. and Mrs. Clint and Erika Sattler are requesting Conditional Use Grant (CUG) approval proposing that the Town apply Weld County E (Estate) zoning to their property at 1201 Stone Mountain Drive. He clarified the location of the property pictorially for Commissioners. The subject property is currently zoned Estate Residential E-1 and, according to the application materials, there are currently horses and chickens on the property and there have been other species of livestock on the property in the past. He added horses are allowed by the Windsor Municipal Code in the E-1 zoning district and the applicants have obtained the appropriate permit for the keeping of chicken hens.

Mr. Ballstadt then explained the subject property is approximately 7.44 acres and is uniquely located adjacent to agricultural property in unincorporated Weld County; therefore, some of the proposed uses may be appropriate if they do not negatively impact neighboring property owners. Many of the animals allowed by Weld County's Estate zoning are the same as those allowed in

Windsor's E-1 zoning; however, some of the animals and uses allowed by Weld County Estate zoning may not be appropriate in close proximity to residential neighbors. Mr. Ballstadt presented additional information that compared animals (kind and quantity) allowed by Weld County Estate zoning and Windsor's E-1 zoning.

Mr. Ballstadt described the notification area for the public hearing, identifying the perimeter for notification, and which properties received mailed notices. He also stated that the property was posted with a sign and the hearing notice was published in the newspaper and on the Town's website and bulletin board. Mr. Ballstadt also explained to Commissioners the application materials point out that a neighboring property owner had previously raised concerns about livestock on the property in 2011. At that time, a zoning violation for cattle on the property was processed and the cattle were removed. He added the neighbor, who happened to be a relative of the applicant, no longer resides near the subject property, although they did retain ownership of Outlot A of the Vista Grande Addition which serves as the access drive to the property. The application narrative alludes to returning livestock to the property, but does not specify types and numbers of animals.

Mr. Ballstadt reviewed information forwarded to the Town by the Sattlers in the form of an addendum to the CUG application. The addendum contains additional information regarding numbers and varieties of animals being requested in the application. Mr. Ballstadt noted the addendum had been delivered to the Town only recently, and staff has not had the opportunity to fully review the information contained therein. He also briefly reviewed a letter and photos received from former neighbors Dean and Fauna Kness depicting a zoning violation on the property in 2011.

The applicants addressed the Commission. Ms. Sattler began by stating their desire is to return their cattle back to their property and noted that this desire was based upon the location of their property, characteristics of surrounding properties, including those that allow livestock; and their desire to be a good neighbor, while maintaining a sustainable lifestyle. Ms. Sattler expressed interest in enrolling her son in 4-H livestock projects in 2014 and the need to have that livestock on the property. She acknowledged familiarity with Codes regarding odor, dust and noise, noting a request to have no more than 1 animal unit per acre as defined by Weld County; the types of animals including goats, turkeys, hogs, alpacas, sheep, cattle, and chicken hens.

Ms. Sattler stated it is their belief the agricultural use of this land is consistent with the Comprehensive Plan quoting "to preserve the heritage of the community, while providing a livable and sustainable community." She stated this use would also help promote the "social, cultural and recreational character of the Town" as called for in Vision 2025. The Sattlers submitted a letter of support from Ms. Jennifer Nisbet, President of Hillcrest Farm, Inc. for review by the Commission.

Marlene Griffith spoke to Commissioners stating she is a member of the Trailwood Homeowners Association. She asked if the Weld County Code would allow the maximum number of livestock listed in the table. Mr. Ballstadt responded it has been some time since he has interpreted the Weld County Code, but he believes that is correct. She stated it is her understanding the CUG would be in effect only for the Sattlers. Mr. Ballstadt clarified that CUGs are not transferrable upon the sale of property. Ms. Griffith spoke to the previous issues that occurred in 2011, expressing concern that similar issues will arise again. She also voiced concerns regarding noise issues and stated she is opposed to swine, burros and sheep on the property. She pointed out the property is surrounded on three sides by single family homes, and she questions why the Sattlers are applying for a CUG when the property is currently for sale and has been for some time.

Gayle Homolka then addressed the Commission stating she lives directly north of the property in question. She added comments from past interactions between the Sattlers and the HOA, noting

barking dogs, dogs off leash, and snow removal processes that damages landscaping on HOA property. Ms. Homolka requested the HOA be notified of future actions regarding this property, stating the Trailwood HOA address is PO Box 432, Windsor, CO 80550. She asked the Commissioners to deny the CUG citing concerns with additional livestock at the site. Ms. Homolka then read a letter from Jim and Stella Wright, neighbors of the property. The letter cited issues with odor from additional animals.

Linda Francis stated she owns land that abuts the property in question, and that she is the person who annexed the subject property in 1989. She advised the Commissioners that a request to keep goats on the property was denied by the Town at the time of annexation. She mentioned issues with loose livestock in the street and asked the Commission to deny the CUG.

Mr. Tallon moved to close the public hearing. Mr. Ehrlich seconded the motion. Roll call on the vote resulted as follows: Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul Ehrlich, Steve Scheffel, Victor Tallon, Ken Gerlach, David Cox, Wayne Frelund; Nays – None. Motion carried.

3. Recommendation to Town Board – Conditional Use Grant proposing to apply Weld County E (Estate) zoning to 1201 Stone Mountain Drive - Clint and Erika Sattler, property owners/applicants – S. Ballstadt

Mr. Ballstadt reiterated staff has not had adequate time to review information contained in the application addendum, so staff recommends that, prior to making any recommendation with respect to the application, the applicant should be required by the Planning Commission to provide any additional information not included in the addendum, but necessary to make an equitable decision. At such time as the Planning Commission deems the applicant's submittals to be sufficiently specific to allow for review, addressing proposed animal populations and land uses, the Planning Commission may choose to reconvene the conditional use grant public hearing to allow additional public comment and make a recommendation.

Mr. Frelund cited inadequate notification and questions regarding the specifics of the zoning request and indicated that he feels more time and information is needed to make a decision. Mr. Schick clarified that the Municipal Code requirements pertaining to notification of public hearings was followed.

Mr. Ehrlich stated if the applicant chooses to continue the CUG process following the Town's zoning criteria he would support their right to move forward. He would not support any proposal that would institute zoning criteria from Weld County stating this property is in the Town of Windsor. Mr. Tallon concurred, stating this issue has nothing to do with Weld County zoning regulations.

Mr. Schick asked when the Sattlers purchased the property. They responded 2002. Mr. Sattler added their reference to the Weld County criteria was for informational purposes only as it establishes a definition of animal unit. He stated use of those established definitions simplifies the communication process, adding it is not their intent to apply Weld County zoning to their property, but to use Weld County definitions to explain their request. Mr. Ehrlich stated the animals requested are outside those allowed by Windsor's zoning code. Mr. Sattler agreed that some of the animals are not allowed by Windsor's code and added that they were directed by staff, the Planning Commission and the Town Board to pursue a CUG in order to propose those additional animals. Mr. Thompson concurred that the Town Board had suggested that the Sattlers submit a CUG application per Windsor's codes.

Mr. Schick reiterated the property was annexed in the late 1980s as E-1 which does not allow the livestock as requested. He asked why they purchased the property. Mr. Sattler responded they were told the ability to raise livestock on the property was “grandfathered” and it was not until later they found out that was not the case, but they purchased the property under the assumption they could raise livestock.

Mr. Schick further stated that he concurs with the other Commissioners that applying Weld County zoning at this location would not be appropriate. He added the Sattlers are trying to impose their desires on their neighbors who also have rights, suggesting there are better places to do what they propose.

Mr. Ehrlich questioned how many similar properties are located within Windsor. Mr. Ballstadt noted very few; perhaps 5 or 6. He added the Hoehne property is the only property of which he is aware that has an exemption to allow cattle written into the annexation agreement.

Mr. Cox asked if a CUG is a waiver to vary from the existing zoning code. The Commissioners discussed that a CUG allows an applicant to propose a use that is not called out in the code. Mr. Cox went on to state imposing Weld County zoning into the Town would be improper, but using Weld County guidelines could be a starting point for discussions regarding this request.

Mr. Ballstadt clarified the definition of a Conditional Use Grant, stating it is used to address land uses that are unique and not specifically enumerated as a use by right in any specific zoning district. Staff recommends more specificity with regard to actual number of animals, and actual proposed uses requested for the property.

Mr. Frelund noted there are items that still need to be clarified by the applicant and addressed by staff. He added agriculture is one of the primary uses in Weld County.

Mr. Thompson stated that, prior to the subject CUG application, the Sattlers had originally proposed expansion of the scope of the Town’s E-1 zoning district and the Town Board recommended that they submit a CUG application instead.

Mr. Plummer explained that each CUG application is based upon its own merit, following nine specific criteria for consideration. Mr. Plummer also suggested that the Commission may wish to continue this discussion to allow staff additional time to analyze the addendum for compliance with those criteria.

Mr. Gerlach stated he sees the application as very specific, and sees no need for additional information.

Mr. Cox asked if notification of a larger radius of neighboring properties would be part of a continuance of this process. Mr. Ballstadt responded staff could, at the direction of the Planning Commission, expand that notification boundary, but based upon attendance at this meeting the members of the Trailwood HOA have been made aware of the hearing and the notification process followed the Municipal Code requirements. Mr. Ballstadt added it is also the prerogative of the Planning Commission to act on the application as it stands if the Commission so chooses. Mr. Cox suggested, out of fairness to the Sattlers, to allow them additional time to submit the clarifying information as requested by staff.

Mr. Ehrlich moved to continue consideration of the Conditional Use Grant until January 15, 2014, to allow staff time to review the addendum to the application materials. Mr. Frelund seconded the motion. Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul

**Ehrlich, Steve Scheffel, Victor Tallon, David Cox, Wayne Frelund; Nays – Ken Gerlach.
Motion carried.**

4. Public Hearing – Final Major Subdivision - Water Valley South Subdivision 16th Filing – Mark Foster, Trollco, Inc./Water Valley, applicant – J. Olhava

Mr. Olhava stated the applicant, Mr. Mark Foster, Trollco, Inc./Water Valley, has submitted a final major subdivision plat, known as Water Valley South Subdivision, Sixteenth Filing. The subdivision encompasses approximately 30.74 acres and is zoned Residential Mixed Use (RMU). A total of 94 single family residential lots and four (4) tracts are proposed, with single family residential lot sizes ranging from approximately 6,000 – 9,000 sq. ft. on average, with a few lots exceeding 10,000 sq. ft. due to topography. Mr. Olhava reviewed the landscape plan for the Commissioners.

Mr. Olhava went on to tell Commissioners the applicant held a neighborhood meeting on July 18, 2013 and there were approximately 20 local residents in attendance (based on the sign-in sheet). Notes from the July 18, 2013 neighborhood meeting were included in the packet for the Planning Commission's information and reference. On October 9, 2013, the Planning Commission approved the preliminary major subdivision plat.

Lori Staley, a neighbor to the west of this property, noted she was not notified of the July 18th meeting. She expressed concern that those living in Town and those in more rural locations seem to be at odds. She raised questions about what the future will be for those rural families; will they be forced to sell their properties and move? Mr. Schick responded that Weld County regulates use of unincorporated Weld County properties. Ms. Staley asked if she would be forced to annex into the Town. Josh Staley, Ms. Staley's son, asked what would happen if the surrounding properties all became part of the Town. Mr. Schick briefly explained that properties that become "enclaves" surrounded by municipalities may potentially be forced to annex at some point in the future.

Eddie Brown approached the Commission, asking how guidelines of the Town would affect neighbors of the subdivision in question. Mr. Schick responded there would be no affect unless the neighboring property was annexed into the Town.

Pat McMeekin of the Water Valley Land Company addressed the Commission stating the proposed subdivision reduces the original plan of 236 multi-family units to 94 single-family units. He added he appreciates Ms. Staley's comments regarding growth. Ms. Staley again approached the Commission stating the proposed location was once a landfill. She asked how that type of property could be developed for residential use. Mr. McMeekin responded that soil borings have been done, and nothing indicates a landfill or other problem, but if those circumstances were to be encountered, mitigation would include excavation and removal of remaining "trash" followed by replacement of clean fill to grade. Mr. Plummer added, when filing for a building permit, certified engineered foundations are required. Mr. Schick suggested Ms. Staley contact staff with any additional questions she may have.

Mr. Ehrlich moved to close the public hearing. Mr. Tallon seconded the motion. Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul Ehrlich, Steve Scheffel, Victor Tallon, Ken Gerlach, David Cox, Wayne Frelund; Nays – None. Motion carried.

5. Recommendation to Town Board – Final Major Subdivision - Water Valley South Subdivision 16th Filing – Mark Foster, Trollco, Inc./Water Valley, applicant – J. Olhava

Mr. Olhava stated that staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision, subject to the following conditions:



MEMORANDUM

Date: January 13, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture
Re: Resolution 2014-03
Item #: C.7.a.

Background / Discussion:

The development agreement with the developers of Windshire Park includes the typical terminology for park land dedication and development. In 2012, the developers brought forth a proposal that the metropolitan district be responsible to build the park and then turn it over to the town for management.

Unfortunately, while these agreements indicate that the developer is responsible to assure there is adequate water for a park site, it does not indicate the cost of supplying that water.

This agreement outlines a process for the Town to pay for the water utilized in irrigating the approximately 3 acre park site called for in the next phase, and to be built by the developer per Town specifications and subsequently turned over to the Town.

This agreement is modeled after the agreement utilized to determine water costs for Poudre Heights Park.

Financial Impact:

The payment for water will be included in the parks general fund budget annually, along with other water payments. It is estimated to be

Relationship to Strategic Plan:

Goal 1.G.

Recommendation:

Move to approve Resolution 2014-03, A Resolution Approving An Intergovernmental Agreement Between The Town Of Windsor, Colorado, And The Windshire Park Metropolitan District With Respect To The Provisions Of Irrigation Water To Town-Owned Park Land

Attachments:

- b. Resolution 2014 – 03
- c. IGA with Windshire Park Metro District for Water Service

TOWN OF WINDSOR

RESOLUTION NO. 2014-03

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR, COLORADO, AND THE WINDSHIRE PARK METROPOLITAN DISTRICT WITH RESPECT TO THE PROVISIONS OF IRRIGATION WATER TO TOWN-OWNED PARK LAND PROPOSED FOR THE WINDSHIRE PARK SUBDIVISION, AND AUTHORIZING THE MAYOR TO EXECUTE SAME

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

WHEREAS, the Windshire Park Metropolitan District (“District”) is a special district formed pursuant to the provisions of Title 32 of the Colorado Revised Statutes; and

WHEREAS, the District’s service area boundaries lay over the Windshire Park Subdivision (“Subdivision”); and

WHEREAS, the developer of the Subdivision proposes to build a neighborhood park (“Park”) within the Subdivision, which will require irrigation water to maintain its plant life and associated recreational value; and

WHEREAS, the District will dedicate the Park site to the Town for ongoing maintenance and upkeep upon its completion; and

WHEREAS, even though the Town will receive ongoing maintenance responsibility for the Subdivision park, the Town does not have irrigation water readily available to serve the Park site; and

WHEREAS, the District has irrigation water sufficient to serve the Park site; and

WHEREAS, the District has proposed to make its irrigation water sources available for Park irrigation purposes; and

WHEREAS, the Town and the District have negotiated an Agreement for Sharing of Irrigation System Capacity (“Agreement”), a copy of which is attached hereto and incorporated herein by this reference as if set forth fully; and

WHEREAS, the Windsor Town Board has reviewed the attached Agreement, and has concluded that its terms promote the public health, safety and welfare; and

WHEREAS, the Windsor Town Board wishes to approve, adopt and authorize the execution of the attached Intergovernmental Agreement.

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

1. The attached Agreement for Sharing of Irrigation System Capacity between the Town of Windsor and the Windshire Park Metropolitan District is hereby approved by the Windsor Town Board.
2. The Mayor is hereby authorized to execute the attached Agreement on behalf of the Town.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 13th day of January, 2014.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

**AGREEMENT
FOR
SHARING OF IRRIGATION SYSTEM CAPACITY**

This Agreement for Sharing of Irrigation System Capacity (“Agreement”) is made and entered into to be effective as of the 4th day of December, 2013, by and between the TOWN OF WINDSOR, a Colorado home rule municipality (“Windsor” or the “Town”) and the Windshire Park Metropolitan District, a special district formed under Title 32 of the Colorado Revised Statutes (the “District”). The Town and the District are also referred to herein as the “parties” or individually as a “party”.

RECITALS:

WHEREAS, the Town owns, operates and maintains a system of park and recreation improvements, which system includes, the improved neighborhood park (“Windshire Park Park Site”) slated for construction within the Windshire Park Subdivision in accordance with that certain Windshire Park Subdivision Third Filing Development Agreement dated November 15, 2013 (“Subdivision Development Agreement”); and

WHEREAS, the Windshire Park Park Site is within the jurisdictional boundaries of the District; and

WHEREAS, the District is the owner of certain water distribution facilities which serve the Windshire Park subdivision, consisting generally of underground pipelines, meters, valves, a pumping facility and a water storage vessel (“Irrigation System”); and

WHEREAS, the District is owner of certain water rights the yield from which is intended to serve the Windshire Park Subdivision; and

WHEREAS, in addition to the water rights owned by the District, the District by contract has the right to purchase irrigation water from third party owners of water rights (“Developer”), the water from which is put to beneficial use by the District through existing means; and

WHEREAS, the Town and the Developer entered into the Subdivision Development Agreement with the intention that the Developer will provide the Town with irrigation water to serve the Windshire Park Park Site (“Irrigation Water”); and

WHEREAS, the Developer (or third parties under the direction of Developer) has installed a point of delivery (or “stub-out”) within the Irrigation System adjacent to the Windshire Park Park Site, the intention of which is to allow the Town to receive irrigation water from the Irrigation System for the purpose of irrigating the Windshire Park Park Site; and

WHEREAS, there are certain costs to furnishing the Windshire Park Park Site with irrigation water through the Irrigation System which the District believes should be in part borne by the Town, and which the Town agrees should be paid by the Town; and

WHEREAS, the Parties hereto have arrived at terms under which the District will through its Irrigation System deliver the Irrigation Water to the Windshire Park Park Site and the Town will pay an agreed rate for such Irrigation Water.

NOW, THEREFORE, THE PARTIES DO HEREBY AGREE AS FOLLOWS:

The foregoing Recitals are reaffirmed and incorporated into this portion of this Agreement.

I. OWNERSHIP, OPERATION AND MAINTENANCE OF IRRIGATION SYSTEM.

A. Ownership of Irrigation System. The District shall own the Irrigation System and shall assume all obligations, responsibilities and liabilities associated therewith. The Town shall have no obligations, responsibilities or liabilities, financial or otherwise, with regards to the Irrigation System whatsoever, except as set forth herein.

B. Operation and Maintenance of Irrigation System. The District shall operate and maintain the Irrigation System in good working order and repair, sufficient to deliver the Irrigation Water to the Windshire Park Park Site under sufficient pressure as needed by the Town to assure adequate maintenance of the Windshire Park Park Site improvements. The District's duty under this sub-section shall include but not be limited to staffing, utilities, insurance, and repairs and replacement to ensure that the Irrigation System remains operational and in compliance with State and local regulations. The District shall assume all responsibilities for paying the costs associated with the operation and maintenance of the Irrigation System, except as set forth herein.

II. TOWN'S RIGHT TO DELIVERY OF WATER TO WINDSHIRE PARK PARK SITE.

A. Town's Right to Connect. The Town shall be permitted to connect the irrigation system associated with the Windshire Park Park Site to the Irrigation System at such time as the Town determines there is a need to do so. The Town will include all design, labor and materials associated with such connection in the park development process. The Town will provide to the District "as-built" drawings depicting the irrigation system connection associated with the Windshire Park Park Site upon completion. The Town will not be required to pay any tap fees, connection fees or other assessments associated with the privilege of connecting to the District's Irrigation System.

B. Town's Right to Receive Irrigation Water. In consideration of the Annual User Fee paid by the Town in accordance with this Agreement, the Town shall be entitled to receive, and the District shall deliver, Irrigation Water through the District's Irrigation System to the Windshire Park Park Site. In the event the Town chooses to abandon its entitlement under this

Agreement, it will provide written notice to the District, which notice shall terminate the Town's obligations under Section III below pro-rated from the date of said notice forward.

III. ANNUAL USER FEE.

A. Annual User Fee. Upon completion of the Town's connection to the Irrigation System, the Town shall be obligated to pay to the District an Annual User Fee for the privilege of receiving Irrigation Water through the Irrigation System at the Windshire Park Park Site, commencing at such time as the Town first receives Irrigation Water through the District's Irrigation System.

The Annual User Fee shall be derived by the following formula, based upon the then-prevailing user fee applicable to owners of residential lots within the Windshire Park Subdivision, Third Filing:

Annual Fee to Residential Lot Owner (X) $\frac{\text{Park Site Permeable Square Footage}}{\text{Average Residential Lot Permeable Square Footage}}$

Park Site Permeable Square Footage
Average Residential Lot Permeable Square Footage

The District shall bill the Town for the Town's User Fee on an annual basis, commencing on February 1 of the calendar year first following the Town's receipt of Irrigation Water through the District's Irrigation System.

The Town shall pay its User Fee by no later than forty-five (45) days following the date upon which the District tenders its annual User Fee bill.

IV. MISCELLANEOUS.

A. Funding Appropriated. Notwithstanding any other term or condition of this Agreement, it is expressly understood and agreed that the Town's obligations hereunder shall extend only to monies appropriated for the purposes of this Agreement by Windsor Town Board and shall not constitute a mandatory charge, requirement or liability in any ensuing fiscal year beyond the then-current fiscal year. No provision of this Agreement shall be construed or interpreted as a delegation of governmental powers by the Town. No provision of this Agreement shall be construed or interpreted as creating on the part of the Town a multiple-fiscal year direct or indirect debt, or statutory debt limitation, including, without limitation, Article X, Section 20, or Article XI, Sections 1, 2 or 6 of the Constitution of the State of Colorado. No provision of this Agreement shall be construed to pledge or to create a lien on any class or source of Town funds, nor shall any provision of this Agreement restrict the future issuance of bonds or obligations payable from any class or source of Town funds.

B. Indemnification. To the extent permitted by law, and without waiving and rights or privileges afforded the Town under the Colorado Governmental Immunity Act, §§ 24-10-101, *et*

seq., C.R.S., and Article XI, Section 1 of the Colorado Constitution, neither party shall be required to indemnify or hold harmless the other, their successors, assigns and legal substitutes, against any liabilities, losses and/or damages of any kind arising out of claims, demands, costs, judgments, and/or other expenses associated with any act or omission of the other party, its contractors, employees, agents, successors or assigns, in the construction, ownership, operation or maintenance of the Irrigation System. The foregoing specifically includes, without limitation, attorneys' fees.

C. Notices. Any notices or other communications required or permitted by this Agreement or by law to be served on, given to or delivered to either party, by the other party, shall be in writing and shall be deemed duly served, given or delivered when personally delivered to the party to whom it is addressed or in lieu of such personal services, upon receipt in the United States' mail, first-class postage prepaid, addressed to the following:

To the District:

Windshire Park Metropolitan District
1927 Wilmington Drive #101
Fort Collins, CO 80528

With a copy to:

David S. O'Leary, Esq.
Dufford & Brown
1700 Broadway, Suite 2100
Denver, CO 80290-2101

To the Town:

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

With a copy to:

Ian D. McCargar, Esq.
Windsor Town Attorney
301 Walnut Street
Windsor, Colorado 80550

and

Melissa M. Chew, CPRP
Director of Parks, Recreation & Culture
301 Walnut Street
Windsor, Colorado 80550

Any party may change its address for the purpose of this Paragraph by giving written notice of such change to the other party in the manner provided in this section.

D. No Third Party Beneficiaries. Except as specifically provided herein, it is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the parties and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than parties receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

E. Assignment. Neither party may assign this Agreement or parts hereof or its rights hereunder without the express written consent of the other party.

F. Amendment and Modification. This Agreement may be amended or modified only in writing signed by both parties.

G. Binding Effect. This Agreement shall inure to and be binding on the heirs, executors, administrators, successors and assigns of the parties hereto.

H. Entire Agreement. This Agreement constitutes the entire agreement between the parties relating to the Irrigation System and sets forth the rights, duties and obligations of each party to the other as of this date. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be modified except by a writing executed by the parties.

I. Severability. If any provision of this Agreement is determined to be unenforceable or invalid, the unenforceable or invalid part shall be deemed severed from this Agreement, and the remaining portions of this Agreement shall be carried out with the same force as if the severed portions had not been part of this Agreement, provided that the parties both agree that the severed provision does not alter the intent and/or purpose of the Agreement.

J. Controlling Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

K. No Waiver. No waiver of any of the provisions of this Agreement shall be deemed to constitute a waiver of any other provisions of this Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.

L. Governmental Immunity. Nothing herein shall be construed as a waiver of the rights and privileges of the Town pursuant to the Colorado Governmental Immunity Act, §§ 24-10-101, *et seq.*, C.R.S., as amended from time to time.

M. Counterpart Execution. This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and delivered by their respective officers thereunto duly authorized as of the date first above written.

WINDSHIRE PARK METROPOLITAN DISTRICT,
a C.R.S. Title 32 Special District

TOWN OF WINDSOR,
COLORADO, a Colorado home
rule municipality



President

Mayor

ATTEST:



Secretary

ATTEST:

Town Clerk



MEMORANDUM

Date: January 13, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Josh Olhava, Associate Planner
Subject: Public Hearing and Resolution No. 2014-04 - Approving the Final Major Subdivision Plat for the Water Valley South Subdivision, 16th Filing in the Town of Windsor, CO – Mark Foster, Trollco, Inc./ Water Valley, applicant
Location: On the southeast side of Crossroads Boulevard, approximately 650 feet south of the New Liberty Road and Crossroads Boulevard intersection
Item #s: C.8.C.9

Background:

The applicant, Mr. Mark Foster, Trollco, Inc./Water Valley, has submitted a final major subdivision plat, known as Water Valley South Subdivision, Sixteenth Filing. The subdivision encompasses approximately 30.74 acres and is zoned Residential Mixed Use (RMU). There are a total of 94 single family residential lots and four (4) tracts within the subdivision. The single family residential lot sizes range from approximately 6,000 – 9,000 sq.ft. on average, with a few lots exceeding 10,000 sq.ft. due to topography.

The applicant held a Neighborhood Meeting on July 18, 2013 in accordance with Chapter 16, Article XXXI of the Municipal Code. There were approximately 20 local residents in attendance (based on the sign in sheet). Notes from the July 18, 2013 Neighborhood Meeting are attached to this packet for the Town Board's information and reference.

Conformance with Comprehensive Plan: The application is consistent with the following Socioeconomic Conditions and Housing goals and policies of the Comprehensive Plan:

Goals:

1. *Promote an adequate supply and variety of safe and economically achievable housing products to meet the current and future needs of the community.*

Policies:

3. *Encourage the development of housing environments which are sensitive to noise, traffic and established public facilities, and which will complement the area's terrain, vegetation and other natural resources.*

The application is consistent with the following Overall Land Use goals and policies of the Comprehensive Plan:

Goals:

1. *Promote the development of Windsor in an orderly manner that will provide a well-balanced land use pattern which will provide for the efficient and effective ongoing extension of public services and facilities.*

Policies:

1. *Growth will be directed to areas within the Town of Windsor's Growth Management Area. This growth will occur in accordance with the land use depiction, and the growth management guidelines of the Town's Comprehensive Plan.*

The application is consistent with the following Residential Land Use goals and policies of the Comprehensive Plan:

Goals:

1. *To protect the character and quality of the residential areas in Windsor.*

Policies:

7. *All future growth should occur in accordance with directions set forth in the Land Use Plan. Emphasis should be placed on promoting residential developments in vacant and underutilized areas which are either already annexed or are contiguous to the existing corporate limits and are easily served with public utilities.*

Conformance with Vision 2025: The application is consistent with the Growth and Land Use Management elements of the Vision 2025 document, as well as Housing Quality and Diversity Goal 1: "Provide choices for housing in town, not just single family homes," and Goal 4: "Establish the Town of Windsor as a Business and Lifestyle Destination."

Notification: The following notifications were completed in accordance with the Municipal Code:

- December 2, 2013 – Development Review signs posted on the property
- December 3, 2013 – Affidavit of Mailing to property owners within 300 feet
- December 6, 2013 – Legal notice published in the paper
- December 6, 2013 – Legal notice published on the Town's website

Recommendation: At their December 18, 2013 regular meeting, the Planning Commission forwarded a recommendation of approval of the Water Valley South Subdivision, 16th Filing Final Plat to the Town Board, subject to the following condition, and staff concurs with this recommendation:

1. That any staff comments be addressed prior to recordation.

Enclosures: Resolution No. 2014-04
Application materials
Neighborhood meeting notes
Affidavit of Mailing - surrounding property owner list
Draft PC Minutes excerpt – 12-18-13
Staff PowerPoint presentation

pc: Mark Foster, Trollco, Inc./Water Valley Land Company, applicant
Pat McMeekin, Water Valley Land Company, applicant
John Meyers, PE, TST, applicant's representative

TOWN OF WINDSOR

RESOLUTION NO. 2014-04

A RESOLUTION OF THE WINDSOR TOWN BOARD APPROVING THE FINAL PLAT FOR THE WATER VALLEY SOUTH SUBDIVISION 16TH FILING IN 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 has in place a comprehensive system of land use regulation, the purpose of which is the protection of the public health, safety and welfare; and

WHEREAS, the Water Valley South Subdivision 16th Filing (“Subdivision”) proposes to subdivide land located within the Town; and

WHEREAS, the owner/developer of the Subdivision has presented the Town with the Water Valley South Subdivision 16th Filing Final Subdivision Plat (“Subdivision Plat”), a reduced copy of which is attached hereto for reference purposes, and is designated “Exhibit A”; and

WHEREAS, the proposed Subdivision Plat has been presented to the Windsor Planning Commission, and has received a written recommendation for approval by the Town Board; and

WHEREAS, the proposed Subdivision Plat and has been the subject of a public hearing and has been reviewed by the Town Board in accordance with applicable planning criteria.

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

1. Pursuant to *Windsor Municipal Code* Section 17-4-20 (e), the Subdivision Plat for the Water Valley South Subdivision 16th Filing is hereby approved.
2. The owner/developer is hereby instructed to comply with all post-approval requirements of Chapter 17, Article IV of the *Windsor Municipal Code* within thirty (30) days.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 13th day of January, 2014.

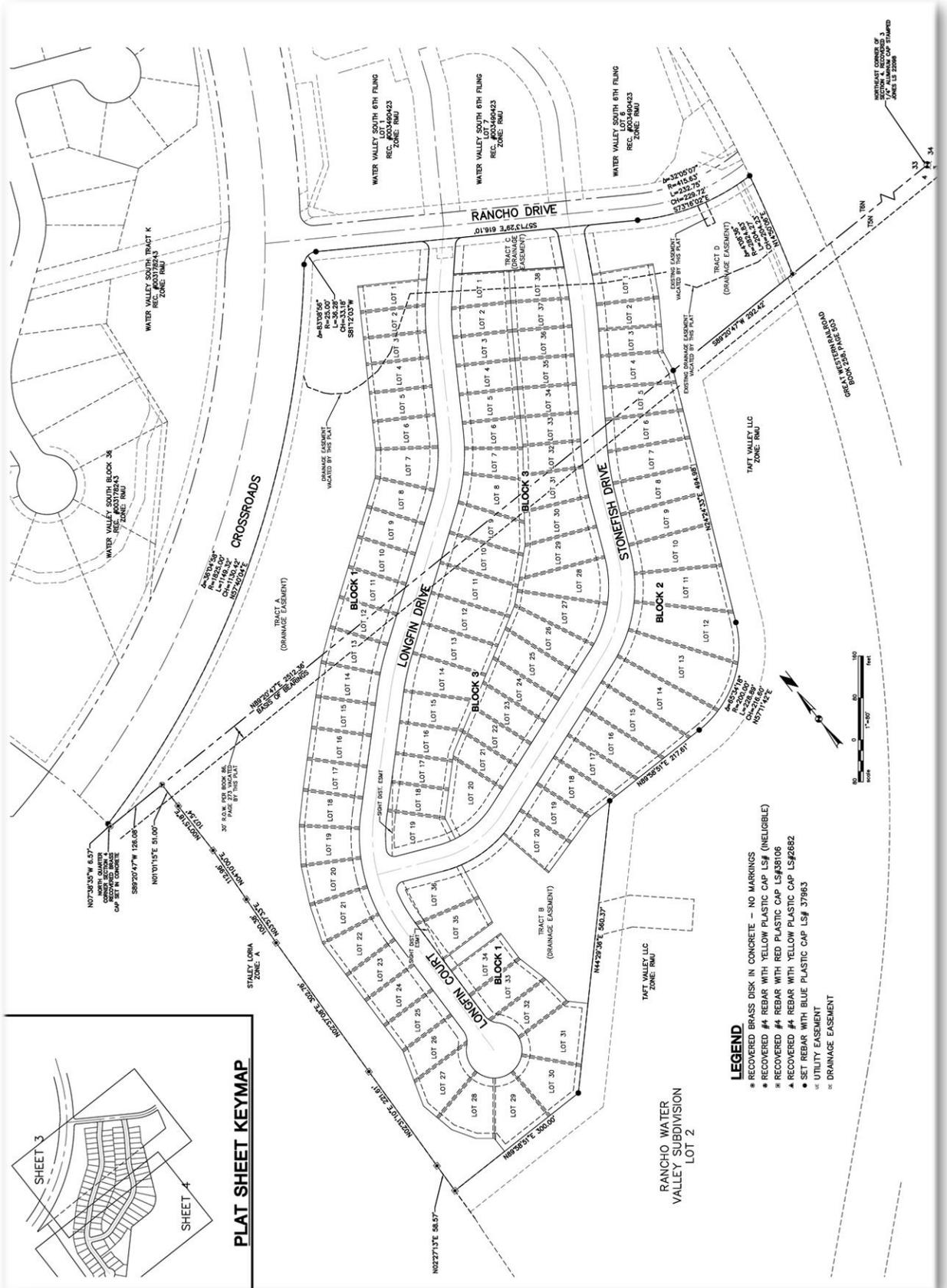
TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

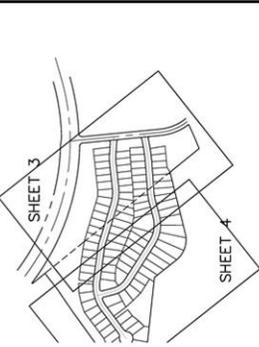
ATTEST:

Patti Garcia, Town Clerk

“EXHIBIT A”



PLAT SHEET KEYMAP



LEGEND

- RECOVERED BRASS DISK IN CONCRETE - NO MARKINGS
- RECOVERED #4 REBAR WITH YELLOW PLASTIC CAP LS# (INELIGIBLE)
- RECOVERED #4 REBAR WITH RED PLASTIC CAP LS#38106
- ▲ RECOVERED #4 REBAR WITH YELLOW PLASTIC CAP LS#2682
- SET REBAR WITH BLUE PLASTIC CAP LS# 378953
- ⊞ UTILITY EASEMENT
- ⊞ DRAINAGE EASEMENT

RANCHO WATER VALLEY SUBDIVISION LOT 2



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 (Code). The Town of Windsor Planning Department reserves the right to refuse to accept incomplete submittals. Please see the 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*: Water Valley South 16th Filing

LEGAL DESCRIPTION*: See Attached

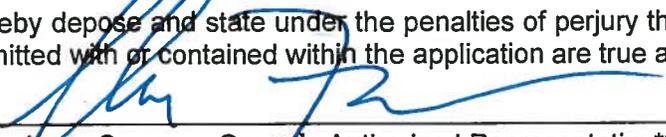
PROPERTY ADDRESS (if available): _____

PROPERTY OWNER (APPLICANT):	
Owner's Name(s)*:	<u>TROLLCO INC.</u>
Company:	_____
Address*:	<u>1625 PELICAN LAKES POINT #201 WINDSOR CO 80550</u>
Primary Phone #*:	<u>686-5828</u>
Secondary Phone #:	_____
Fax #*:	<u>686-2768</u>
E-Mail*:	<u>MFOSTER@WATERVALLEY.COM</u>

OWNER'S AUTHORIZED REPRESENTATIVE:	
Representative's Name:	<u>MARK FOSTER</u>
Company:	<u>TROLLCO / WATER VALLEY</u>
Address:	_____
Primary Phone #:	<u>219-7029</u>
Secondary Phone #:	_____
Fax #:	_____
E-Mail:	<u>MFOSTER@WATERVALLEY.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.

Signature:  Date: 11-1-13

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

Print Name(s): MARK FOSTER

*Required fields

Legal Description

A TRACT OF LAND SITUATE IN LOT 2 OF THE NE 1/4 OF SECTION 4, TOWNSHIP 5 NORTH, RANGE 67 WEST, AND IN THE SE 1/4 OF SECTION 33, TOWNSHIP 6 NORTH, RANGE 67 WEST OF THE SIXTH PRINCIPAL MERIDIAN; TOWN OF WINDSOR, COUNTY OF WELD, STATE OF COLORADO; AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT L OF WATER VALLEY SOUTH SUBDIVISION, AS SHOWN ON THE PLAT THEREOF, RECORDED MAY 7, 2004 AT RECEPTION NO. 3178243 AND THE SECOND CORRECTIVE PLAT OF WATER VALLEY SOUTH SUBDIVISION AT RECEPTION NO. 3261416 IN THE OFFICE OF THE WELD COUNTY CLERK AND RECORDER AND A PORTION OF UNPLATTED LAND REFERED TO AS PARCEL "B" AS SHOWN ON A PROPERTY DESCRIPTION RECORDED AT RECEPTION NUMBER XXXX IN THE OFFICE OF THE WELD COUNTY CLERK AND RECORDERS OFFICE.

SAID PARCEL CONTAINS 30.74 ACRES (1,338,901 SQUARE FEET) MORE OR LESS AND IS SUBJECT TO ALL RIGHTS-OF-WAY, EASEMENT AND RESTRICTIONS NOW IN USE OR OF RECORD.

Water Valley South 16th Filing Neighborhood Meeting; Thursday, July 18, 2013; 6:30 P.M.

Q. Are any additional parks going to be built to serve these new residents?

A. No. They will be using the same parks that exist in Water Valley South.

Q. How will pedestrians cross Crossroads Boulevard to reach the parks and trails?

A. They will need to walk down to the New Liberty intersection with Crossroads Blvd and cross at those crosswalks.

Q. Will the added traffic add more congestion at the intersection of Crossroads Blvd and State Hwy 257?

A. Yes, although traffic will also head westbound on Crossroads Blvd, depending on where they work or other destinations.

Q. Will this development have the same covenants as the rest of Water Valley?

A. Yes.

Q. When will this be built?

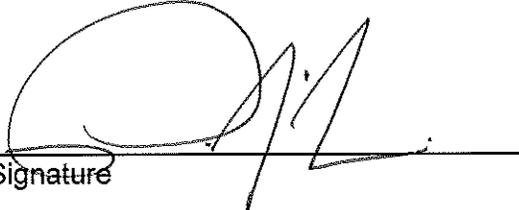
A. It may not be built this year, but will likely be built next year.



AFFIDAVIT OF MAILING

I, **Patrick McMeekin**, of **Water Valley Land Company LLC**, attest that a mailing notice was sent **December 3, 2013** via U.S. Postal Service, First Class Mail , in accordance with the Windsor Municipal Code Chapter 16, at least ten (10) days before the scheduled Planning Commission meeting on the **18th** day of **December, 2013** and the Town Board meeting on the **13th** day of **January, 2014**. The mailing was sent to each person or entity on the attached list.

Water Valley South Subdivision Sixteenth Filing
Project Name or Description


Signature

OWNER	ADDRESS	CITY	ST	ZIP
JAMES ABBOTT	8944 CR 62	WINDSOR	CO	80550
FRYE FARM INVESTMENTS LLC	1625 PELICAN LAKES POINT STE 201	WINDSOR	CO	80550
MARTIN LIND	1625 PELICAN LAKES POINT STE 201	WINDSOR	CO	80550
PATRICK R ALLEN	2127 CAPE HATTERAS CT	WINDSOR	CO	80550
JENSEN PROPERTIES OF NEW MEXICO LLC	1661 MERLIN LN	WINDSOR	CO	80550
MICHAEL CARRIGAN	2131 CAPE HATTERAS CT	WINDSOR	CO	80550-3536
DAN S CARLSON	673 BRANDT CIR	FORT COLLINS	CO	80524
SCOTT R PIGG	2135 CAPE HATTERAS CT	WINDSOR	CO	80550
TROTT CO INC	1625 PELICAN LAKES POINT STE 201	WINDSOR	CO	80550
WAZ CROSSING DEVELOPMENT LLC	3800 CLYDESDALE PKWY	WINDSOR	CO	80538
TAE VALLEY LLC	PO BOX 269	WINDSOR	CO	80550
LORIE STALEY	8476 CR 62	WINDSOR	CO	80550

Mr. Cox suggested, out of fairness to the Sattlers, to allow them additional time to submit the clarifying information as requested by staff.

Mr. Ehrlich moved to continue consideration of the Conditional Use Grant until January 15, 2014, to allow staff time to review the addendum to the application materials. Mr. Frelund seconded the motion. Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul Ehrlich, Steve Scheffel, Victor Tallon, David Cox, Wayne Frelund; Nays – Ken Gerlach. Motion carried.

4. Public Hearing – Final Major Subdivision - Water Valley South Subdivision 16th Filing – Mark Foster, Trollco, Inc./Water Valley, applicant – J. Olhava

Mr. Olhava stated the applicant, Mr. Mark Foster, Trollco, Inc./Water Valley, has submitted a final major subdivision plat, known as Water Valley South Subdivision, Sixteenth Filing. The subdivision encompasses approximately 30.74 acres and is zoned Residential Mixed Use (RMU). A total of 94 single family residential lots and four (4) tracts are proposed, with single family residential lot sizes ranging from approximately 6,000 – 9,000 sq. ft. on average, with a few lots exceeding 10,000 sq. ft. due to topography. Mr. Olhava reviewed the landscape plan for the Commissioners.

Mr. Olhava went on to tell Commissioners the applicant held a neighborhood meeting on July 18, 2013 and there were approximately 20 local residents in attendance (based on the sign-in sheet). Notes from the July 18, 2013 neighborhood meeting were included in the packet for the Planning Commission's information and reference. On October 9, 2013, the Planning Commission approved the preliminary major subdivision plat.

Lori Staley, a neighbor to the west of this property, noted she was not notified of the July 18th meeting. She expressed concern that those living in Town and those in more rural locations seem to be at odds. She raised questions about what the future will be for those rural families; will they be forced to sell their properties and move? Mr. Schick responded that Weld County regulates use of unincorporated Weld County properties. Ms. Staley asked if she would be forced to annex into the Town. Josh Staley, Ms. Staley's son, asked what would happen if the surrounding properties all became part of the Town. Mr. Schick briefly explained that properties that become "enclaves" surrounded by municipalities may potentially be forced to annex at some point in the future.

Eddie Brown approached the Commission, asking how guidelines of the Town would affect neighbors of the subdivision in question. Mr. Schick responded there would be no affect unless the neighboring property was annexed into the Town.

Pat McMeekin of the Water Valley Land Company addressed the Commission stating the proposed subdivision reduces the original plan of 236 multi-family units to 94 single-family units. He added he appreciates Ms. Staley's comments regarding growth. Ms. Staley again approached the Commission stating the proposed location was once a landfill. She asked how that type of property could be developed for residential use. Mr. McMeekin responded that soil borings have been done, and nothing indicates a landfill or other problem, but if those circumstances were to be encountered, mitigation would include excavation and removal of remaining "trash" followed by replacement of clean fill to grade. Mr. Plummer added, when filing for a building permit, certified engineered foundations are required. Mr. Schick suggested Ms. Staley contact staff with any additional questions she may have.

Mr. Ehrlich moved to close the public hearing. Mr. Tallon seconded the motion. Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul Ehrlich, Steve Scheffel, Victor Tallon, Ken Gerlach, David Cox, Wayne Frelund; Nays – None. Motion carried.

5. Recommendation to Town Board – Final Major Subdivision - Water Valley South Subdivision 16th Filing – Mark Foster, Trollco, Inc./Water Valley, applicant – J. Olhava

Mr. Olhava stated that staff recommends that the Planning Commission forward to the Town Board a recommendation of approval of the final major subdivision, subject to the following conditions:

1. All remaining Planning Commission and staff comments shall be addressed prior to Town Board action.
2. All subdivision requirements shall continue to be met.

Mr. Cox asked about the zoning of a large tract of land south of the subject property, and Mr. Olhava stated that the property in question is zoned High Density Estate E-2. Mr. Olhava also clarified all properties depicted in color are part of the corporate limits of the Town; those without color coding are part of unincorporated Weld County.

Mr. Ehrlich moved to forward a recommendation of approval of the Final Major Subdivision to the Town Board, subject to the aforementioned conditions. Mr. Tallon seconded the motion. Roll call on the vote resulted as follows: Yeas – Gale Schick, Paul Ehrlich, Steve Scheffel, Victor Tallon, Ken Gerlach, David Cox, Wayne Frelund; Nays – None. Motion carried.

6. Presentation – Downtown Development Authority Concept Plans – B. Walker

Mr. Walker briefly addressed Commissioners stating he would turn the discussion over to DDA members for presentation to the Commission. He noted previous presentations to the Town Board as well as to the DDA members. He pointed out banners depicting the various concept designs, and introduced Bob Winter, DDA Chair, Craig Peterson DDA Secretary/Treasurer, and DDA Vice-Chair Dan Stauss.

Mr. Winter began the presentation by thanking Commissioners for this opportunity to present their concept plans. He pointed out the original proposal was for parking, but concerns arose regarding funding and maintenance. Mr. Winter expressed concerns about parking for events at Boardwalk Park, noting parking may not be adequate for large gatherings. He noted public input was favorable for options 2 and 3, adding tax increment financing is a crucial factor to the viability and success of the DDA. Mr. Winter pointed out areas where flooding occurred this summer. He reported Director of Engineering Dennis Wagner is working with project engineers to identify a solution.

Mr. Peterson told of surprise at community support for amenities other than parking. Mr. Stauss pointed out some of the efforts to direct traffic toward the lake, with hopes that the façade project will create entrances to business in both the front and back. Mr. Frelund inquired about a corridor depicted to the lake. Mr. Walker replied that is an early sketch, and the likelihood of the railroad granting pedestrian access at that point is small, and that this is a project in flux.

Mr. Ehrlich asked how deliveries would be facilitated along the back. Mr. Walker responded the turning radius will allow delivery trucks. Mr. Winter added parking spaces could be coned off during normal delivery hours and then removed. Mr. Ehrlich also stated that the DDA may want to investigate opportunities for a pay-parking lot at the site as a means to make money. Mr. Scheffel asked if there was any developer interest to date. Mr. Peterson stated that is the next step in the process. Mr. Frelund stated he applauds the concepts, and encourages the DDA to pursue this project.



WATER VALLEY SOUTH SUBDIVISION SIXTEENTH FILING

FINAL MAJOR SUBDIVISION

**Josh Olhava, Associate Planner
January 13, 2014**

Town Board

Items C.8.C.9



MAJOR SUBDIVISION

Article IV of Chapter 17 of the Municipal Code outlines the purposes of the Major Subdivision process, including:

Sec. 17-4-10. Purpose.

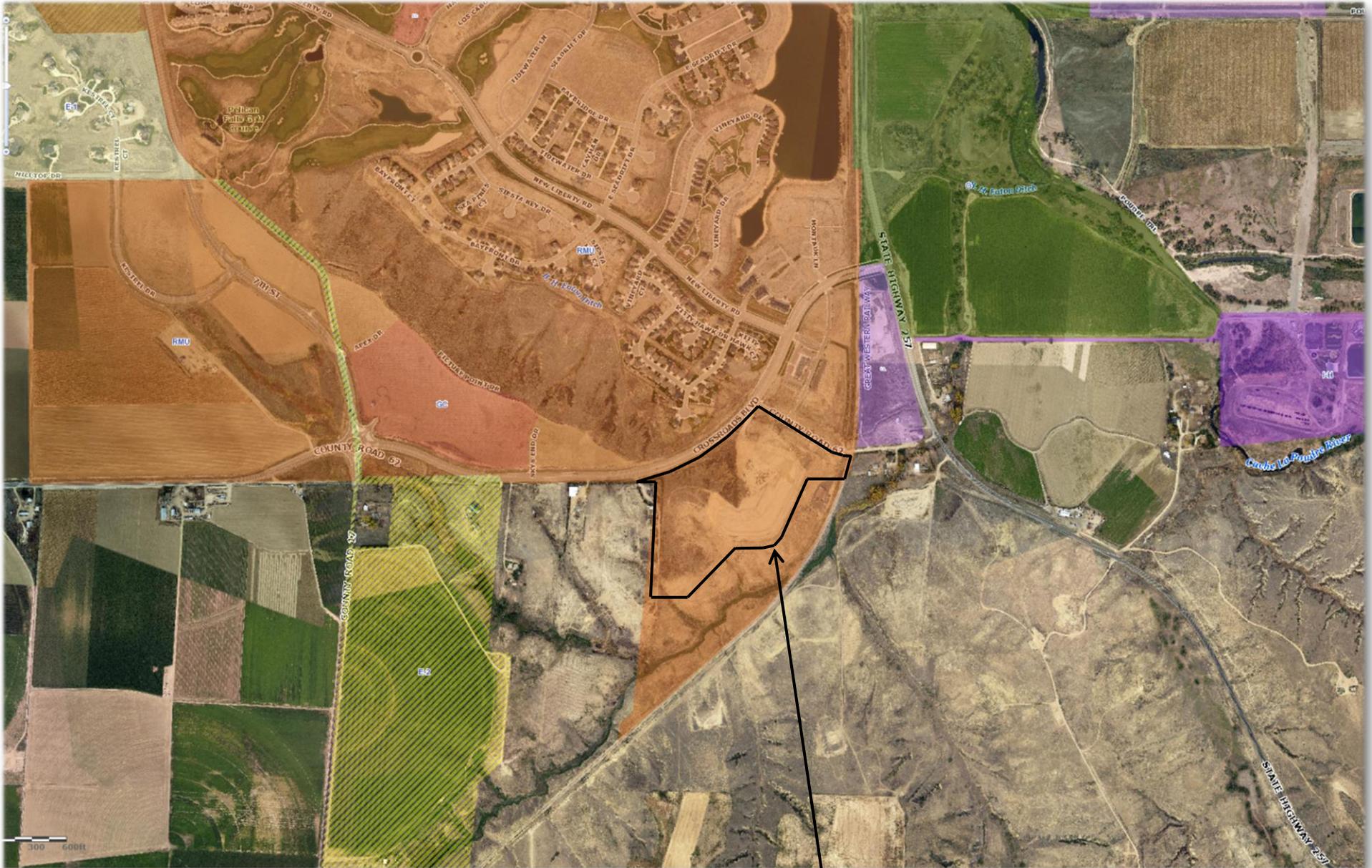
The purposes of the major subdivision procedure are:

- 1) To divide or reconfigure a parcel or parcels of land into six (6) or more parcels, sites or lots for the purpose, whether immediate or future, of transfer of ownership or building development.*

SITE VICINITY MAP



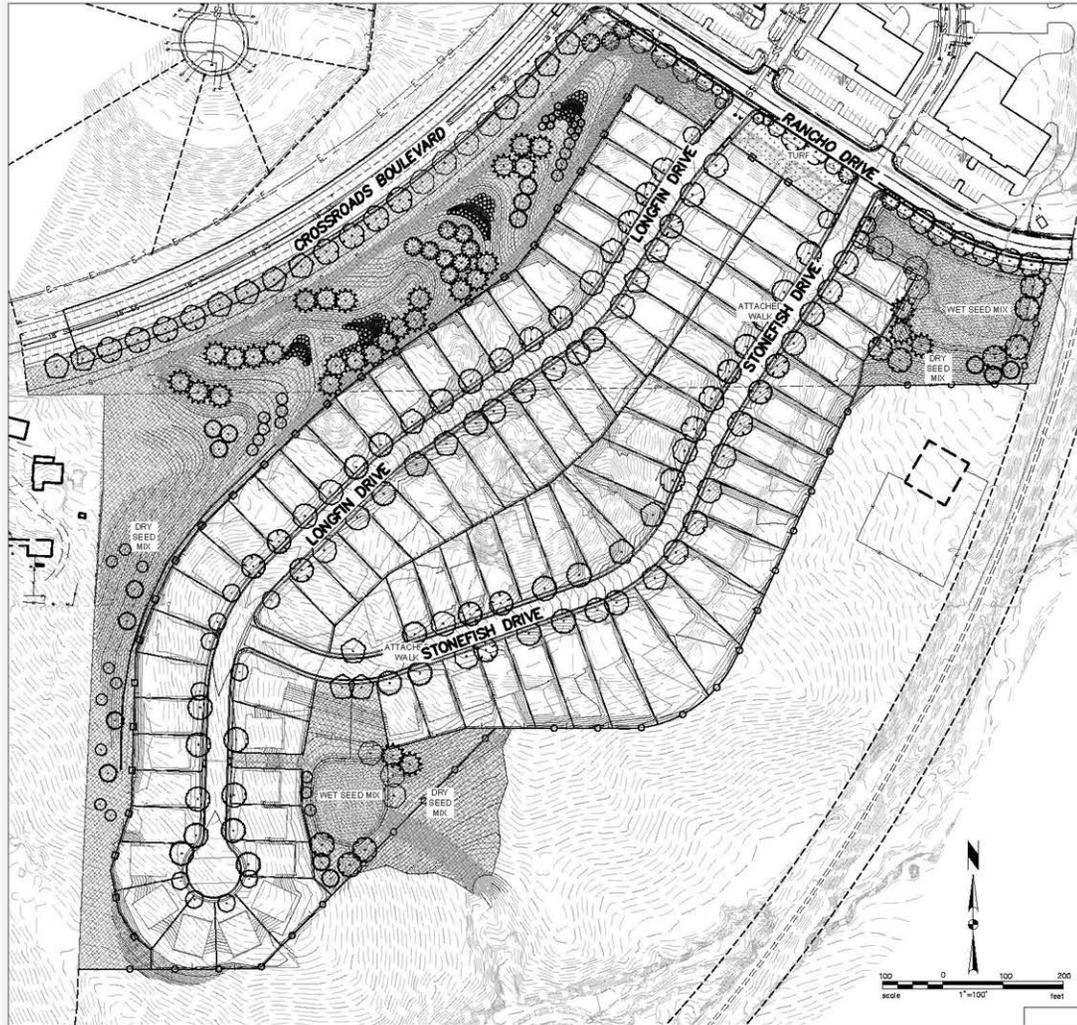
SITE PROXIMITY ZONING MAP



Site Location – Zoned Residential Mixed Use (RMU)

LANDSCAPE PLAN

PROJECT OVERVIEW



PRELIMINARY PLANT LIST

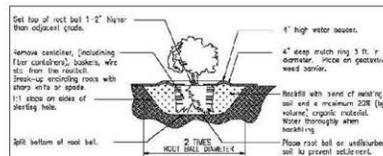
KEY	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	CONDITION	HEIGHT	SPREAD	WATER	SPECIES DIVERSITY
DECIDUOUS TREES									
AR	18	ACER PLATANOIDES ROYAL RED	ROYAL RED MAPLE	2' cal.	BBS	40	30	MEDIUM	7%
AD	21	AESCHULUS GLABRA	OHIO BUCKEYE	2' cal.	BBS	40	40	LOW	9%
CS	11	CATALPA SPECIOSA	WESTERN CATALPA	2' cal.	BBS	60'	50'	LOW	4%
CO	10	CELTIS OCCIDENTALIS	WESTERN HAWKBERY	2' cal.	BBS	60'	50'	LOW	4%
CS	22	CLEDITHAL TRIMANTHOS 'SKYLINE'	SKYLINE HONEY LOCUST	2' cal.	BBS	40'	30'	LOW	9%
OK	19	GYMNOCADUS SIOIDA	HEMLOCKY COFFEE TREE	2' cal.	BBS	60'	50'	LOW	8%
PS	9	POPULUS SARGENTII	PLAIN COTTONWOOD	2' cal.	BBS	60'	60'	MEDIUM	4%
QM	18	QUERCUS MACROCARPA	BUR OAK	2' cal.	BBS	80'	80'	LOW	6%
YC	13	TILIA CORDATA	LITTLELEAF LINDEN	2' cal.	BBS	70'	40'	MEDIUM	5%
UT	12	ULMUS TRIUMPHI	TRIUMPH ELM	2' cal.	BBS	60'	50'	MEDIUM	5%
	150	61%							
EVERGREEN TREES									
PP	23	PINUS EDULIS	PION PINE	6' HT.	BBS	10'	20'	XERIC	9%
PN	30	PINUS NIGRA	AUSTRIAN PINE	6' HT.	BBS	50'	35'	LOW	11%
PT	15	PICEA PUNGENS	COLORADO BLUE SPRUCE	6' HT.	BBS	60'	30'	MEDIUM	6%
	68	28%							
ORNAMENTAL DECIDUOUS TREES									
MP	4	MALUS X 'PRAIRIFIRE'	PRAIRIFIRE CRAB APPLE	1.5' cal.	BBS	20'	20'	MEDIUM	2%
FM	12	PRUNUS VIRGINIANA MELANOCARPA	WESTERN CHORCHERRY	1.5' cal.	BBS	20'	12'	LOW	5%
PA	13	PIRUS CALLERYANA 'AUTUMN BLAZE'	AUTUMN BLAZE PEAR	1.5' cal.	BBS	35'	30'	MEDIUM	5%
	29	12%							
SHRUBS AND GRASSES									
BR	112	ROSE GLOW	ROSY GLOW BARBERY	5 Gal	Cont	5'	6'	LOW	
CA	91	CALAMAGROSTIS ACUTIFOLIA 'KARL FORSTER'	FORSTER'S REED GRASS	4' Pot	Cont	5'	2'	LOW	
CR	26	CALAMAGROSTIS BRACHYTRICHA	REED GRASS	4' Pot	Cont	4'	3'	LOW	
JW	47	JUNIPERUS HORIZONTALIS 'PRINCE OF WALES'	PRINCE OF WALES JUNPER	5 Gal	Cont	1'	8'	LOW	
JS	59	JUNIPERUS X MEDIA 'SEA GREEN'	SEA GREEN JUNPER	5 Gal	Cont	5'	8'	LOW	
PH	250	PANICUM VIRGATUM 'DALLAS BLUES'	DALLAS BLUES SWITCH GRASS	4' Pot	Cont	5'	2'	LOW	
GROUND COVERS									
WET		NATIVE WET SEED MIX							
SOD		DROUGHT TOLERANT 3 WAY BLEND							
DRY		NATIVE DRY LAND SEED MIX							

PLANT NOTES

- ALL PLANT MATERIALS SHALL BE IN ACCORDANCE WITH AMERICAN ASSOCIATION OF NURSERYMEN SPECIFICATION FOR NUMBER ONE GRADE.
- ALL TURF AREAS ARE TO BE IRRIGATED WITH AN AUTOMATIC POP-UP IRRIGATION SYSTEM. ALL SHRUB BEDS AND TREES ARE TO BE IRRIGATED WITH AN AUTOMATIC DRIP (TRICKLE) IRRIGATION SYSTEM, OR ACCEPTABLE ALTERNATIVE. THE IRRIGATION SYSTEM IS TO BE ADJUSTED TO MEET THE WATER REQUIREMENTS OF THE INDIVIDUAL PLANT MATERIAL.
- ALL TREES TO BE BALLED AND BURLAPPED, ROOT CONTROL BAG, OR CONTAINERIZED.
- ALL SHRUB BEDS TO BE MULCHED WITH WOOD MULCH (2" AVERAGE DEPTH) ON TYPAR FILTER FABRIC, UNLESS NOTED AS 4" TO 6" COBBLE MULCH OVER TYPAR FILTER FABRIC WHERE INDICATED ON THE PLAN.
- EDGING BETWEEN GRASS AND SHRUB BEDS SHALL BE 1/8" X 4" STEEL SET LEVEL WITH TOP OF SOD.
- CHANGES IN PLANT SPECIES OR SHRUB LOCATIONS FROM WHAT IS LISTED ON THE LANDSCAPE PLAN WILL REQUIRE THE APPROVAL OF THE TOWN FORESTER PRIOR TO INSTALLATION OR REPLACEMENT. OVERALL QUANTITY AND QUALITY TO BE CONSISTENT WITH APPROVED PLANS. IN THE EVENT OF CONFLICT WITH THE QUANTITIES INCLUDED IN THE PLANT LIST, SPECIES AND QUANTITIES ILLUSTRATED SHALL BE PROVIDED.
- STREET AND ORNAMENTAL TREES SHALL BE PLANTED NO CLOSER THAN 40' AND 15' RESPECTIVELY FROM STREET LIGHTS. NO TREES SHALL BE PLANTED WITHIN 10' FROM WATER AND SEWER LINES, 4' FROM GAS, TELEPHONE AND ELECTRIC UTILITIES, AND 10' FROM ANY DRIVEWAY.
- MINIMUM CLEARANCE OF 7' ON EACH SIDE OF FIRE DEPARTMENT CONNECTION NO VEGETATION OTHER THAN TURF OR GROUND COVERS PLANTING IN FRONT OF THE FIRE DEPARTMENT CONNECTION.
- THE IRRIGATION SYSTEM SHALL BE REVIEWED AND APPROVED BY THE TOWN'S WATER DEPARTMENT PRIOR TO ISSUANCE OF A BUILDING PERMIT. THE IRRIGATION SYSTEM MUST BE INSTALLED OR SECURED WITH A FINANCIAL INSTRUMENT DEPOSITED WITH THE TOWN.
- DEVELOPER SHALL ENSURE THAT THE LANDSCAPE PLAN IS COORDINATED WITH THE PLANS DONE BY OTHER CONSULTANTS SO THE PROPOSED GRADING, STORM DRAINAGE, OR OTHER CONSTRUCTION DOES NOT CONFLICT WITH PRE-EXISTING INSTALLATION AND MAINTENANCE OF LANDSCAPE ELEMENTS ON THIS PLAN.
- PRIOR TO INSTALLATION OF PLANT MATERIALS, AREAS THAT HAVE BEEN COMPACTED SHALL BE THOROUGHLY LOOSENED. ORGANIC AMENDMENTS SUCH AS COMPOST OR AGED MANURE SHALL BE THOROUGHLY INCORPORATED AT A RATE OF AT LEAST 3 CUBIC YARDS PER 1,000 SQUARE FEET.
- TURF GRASS WILL BE SEED OR SODDED WITH A DROUGHT TOLERANT BLEND. TREES THAT ARE PLANTED IN TURF AREAS WILL BE INSTALLED WITH AN ORGANIC MULCH RING HAVING A RADIUS OF AT LEAST 18 INCHES.
- TO THE MAXIMUM EXTENT FEASIBLE, TOPSOIL THAT IS REMOVED DURING CONSTRUCTION ACTIVITY SHALL BE CONSERVED FOR LATER USE ON AREAS REQUIRING VEGETATION AND LANDSCAPING.
- CONTACT TOWN OF WINDSOR PARKS AND RECREATION DEPARTMENT PRIOR TO PLANTING IN ORDER FOR TOWN TO VERIFY PROPER PLANTING.
- NO SUBSTANTIAL IMPEDIMENT TO VISIBILITY BETWEEN THE HEIGHTS OF THREE (3) FEET AND EIGHT (8) FEET SHALL BE CREATED OR MAINTAINED AT STREET INTERSECTIONS WITHIN A SITE TRIANGLE DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE EDGES OF THE DRIVING SURFACE, THEN TO FORTY (40) FEET ALONG BOTH INTERSECTING EDGES AND THEN ALONG A TRANSVERSE LINE CONNECTING THESE POINTS.
- IF PLANTS ARE IN NEED OF REPLACING DUE TO DECLINING HEALTH, DISEASE, OR DEATH, THE PLANTS MUST BE REPLACED WITH THE ORIGINAL SPECIES UNLESS APPROVED BY THE TOWN FORESTER.
- STREET TREES SHOWN ON RESIDENTIAL LOTS ARE THE RESPONSIBILITY OF THE LOT OWNER AND SHALL BE INSTALLED AT THE TIME OF THE INDIVIDUAL LOT IS DEVELOPED.

HATCH LEGEND

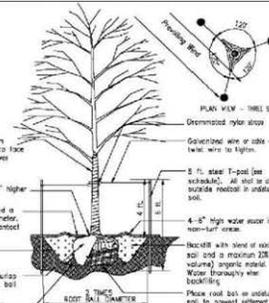
GROUND COVERS	CODE	COMMON NAME	SPACING
	WET	WET NATIVE SEED MIX	
	NW	NATIVE MIX	
	TURF	BLUEGRASS TURF	



SHRUB - PLANTING DETAIL

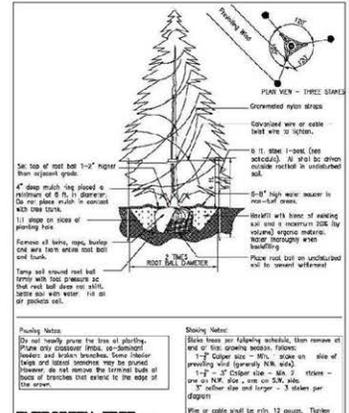
Recent Notes:
Set shrub upright. Space plants, and place for best effect.

Planting Notes:
Do not heavily prune the shrub at planting. If any dry stems or broken branches, if seen to be compromised by frost, replace shrub.



DECIDUOUS TREE - PLANTING DETAIL

SCALE: NOT TO SCALE



EVERGREEN TREE - PLANTING DETAIL

SCALE: NOT TO SCALE

NOTIFICATION AREA

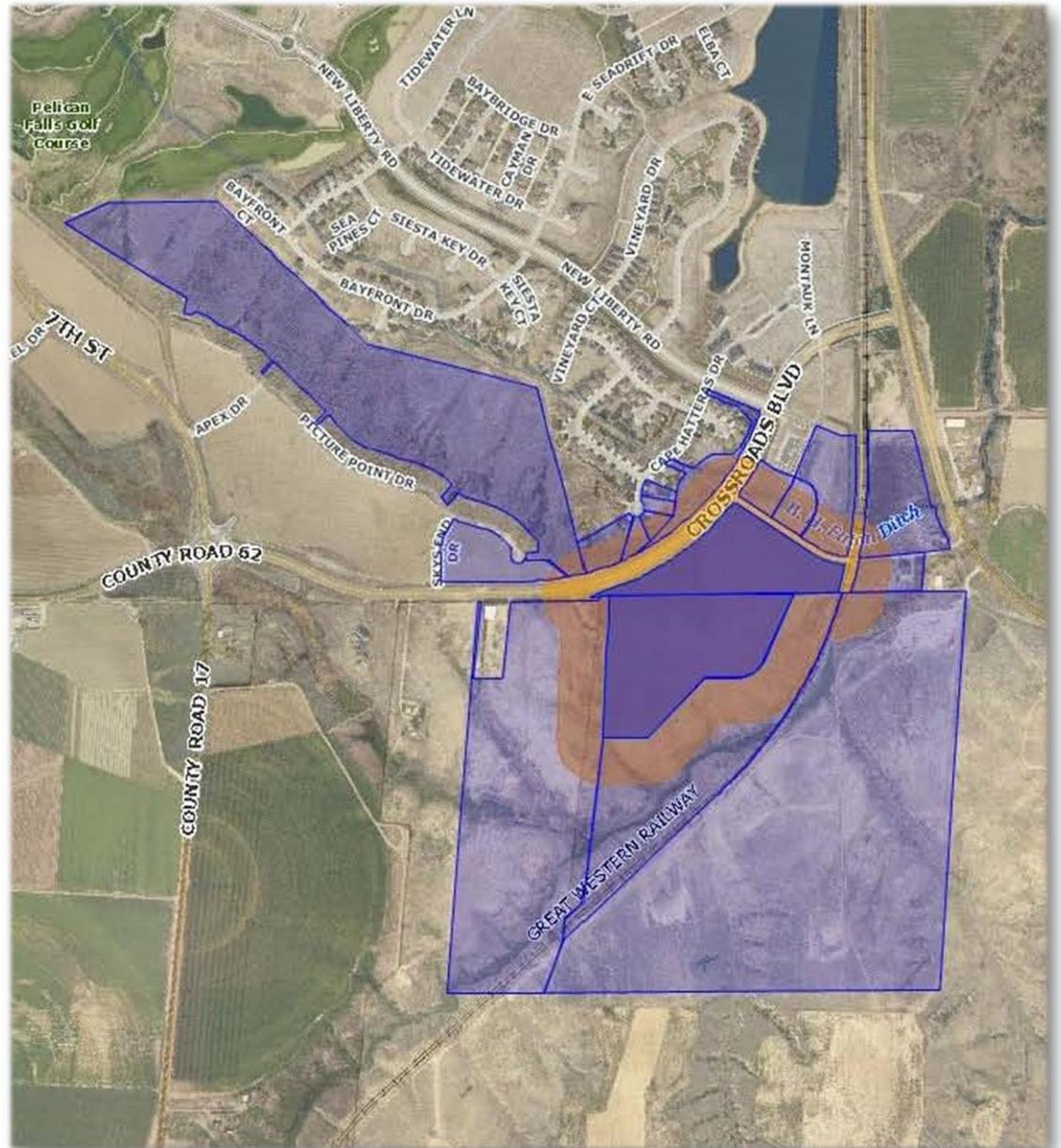
Notification:

A Neighborhood Meeting was held on Thursday, July 18, 2013. Notifications for this meeting were as follows:

- July 3, 2013– Affidavit of Mailing to property owners within 300 feet
- July 5 & 7, 2013 – Notice published in the papers

Public Hearing notifications for this meeting were as follows:

- December 2, 2013 – Development Review signs posted on the property
- December 3, 2013 – Affidavit of Mailing to property owners within 300 feet
- December 6, 2013 – Notice published in the Windsor Beacon & Town's website





RECOMMENDATION

At their December 18, 2013 regular meeting, the Planning Commission forwarded a recommendation of approval of the Water Valley South Subdivision, 16th Filing Final Plat to the Town Board, subject to the following condition, and staff concurs with this recommendation:

1. That any staff comments be addressed prior to recordation.



FINAL MAJOR SUBDIVISION

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- All testimony presented during the public hearing
- Recommendation



MEMORANDUM

Date: January 13, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk
Re: Resolution regarding Mail Ballot Election
Item #: C.10.

Background / Discussion:

The April 8, 2014 municipal election will provide the opportunity for citizens in Districts 2, 4, and 6 to elect a Town Board member to represent them. Ballots will only be sent to the registered electors in those districts. Both Weld and Larimer County have received the redistricting information and have updated their voter registration lists. Posters of the new districts have been on display at Town Hall, the Windsor/Severance Library and at the Community Recreation Center since December 8. Staff will be contacting those electors whose voting districts have changed due to the redistricting.

The Town has conducted mail ballot elections for their April municipal elections since 2008; the current state statute requires the Town Board to approve the use of a mail ballot election for a municipality.

As the first day to circulate nomination petitions is January 21, 2014, it is important that the mail ballot election determination be made to allow staff to prepare accordingly. A mail ballot election allows for more in-house control along with a historically larger voter turnout.

Financial Impact:

\$20,000 was approved in the 2014 budget for the regular municipal election.

Relationship to Strategic Plan (optional):

1.C. Provide and support ample opportunities for residents to be actively involved in the town governance process and in serving the community

Recommendation:

Approve Resolution No. 2014-05

Attachment:

Resolution No. 2014-05

TOWN OF WINDSOR, COLORADO

RESOLUTION 2014-05

A RESOLUTION AUTHORIZING THE CONDUCT OF A MAIL BALLOT ELECTION FOR THE TOWN'S REGULAR MUNICIPAL ELECTION SCHEDULED FOR APRIL 8, 2014

WHEREAS, pursuant to the requirements of the Town's Home Rule Charter, a regular municipal election is to be conducted on April 8, 2014; and

WHEREAS, the Windsor Town Board wishes to increase voter participation by utilizing mail ballots; and

WHEREAS, Section 31-10-102.7, C.R.S. permits a municipality to utilize the requirements of applicable state-wide municipal election law with respect to any municipal election; and

WHEREAS, the Town Board wishes to follow the requirements of applicable state-wide municipal election law with respect to mail ballot elections for the April 8, 2014, Regular Municipal Election; and

WHEREAS, applicable state-wide municipal election law provides that the governing board of any political subdivision may determine that an election may be held by mail ballot; and

WHEREAS, staff has recommended that the Town Board consider authorizing a mail ballot election for the April 8, 2014, Regular Municipal Election.

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

Section 1. The Town of Windsor hereby adopts the mail ballot election provisions of the Uniform Election Code (C.R.S., Title 1, Article 7.5, also known as the "Mail Ballot Election Act"), or applicable state-wide municipal election law, pertaining to mail ballot elections for the conduct of the April 8, 2014, Regular Municipal Election.

Section 2. In the event a procedure for the election is not provided for in the Mail Ballot Election Act or applicable state-wide municipal election law, the Town shall comply with the Municipal Election Code (C.R.S., Title 31, Article 10) or applicable Town ordinances or regulations, as applicable.

Section 3. The Accu-Vote electronic system shall be used to record votes at said election.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 13th day of January, 2014.

TOWN OF WINDSOR, COLORADO

By: _____
Mayor

ATTEST:

Town Clerk

2013 MONTHLY FINANCIAL REPORT

Special points of interest:

- Highest November sales tax collection on record at \$485,713.
- Single Family Residential (SFR) building permits total 335 through the end of November. This is down from the November 2012 number of 401.
- Issued 21 new business licenses and 13 sales tax licenses in November.

Highlights and Comments

- * We recorded our highest gross sales tax collection for the single month of November.
- * November 2013 year-to-date gross sales tax increased 12.35% over November 2012.
- * Construction use tax through November is 6.41% behind 2012.
- * Expenditure charts reflect November operational figures tracking as expected in the General and internal service funds, slightly ahead in the utility funds.
- * Year-to-date total revenue through November exceeded expenditures by roughly \$ 8.2M, due to capital project postponements.



Have a Happy and Safe Holiday Season

See you all in the New Year.

Inside this issue:

Sales, Use and Property Tax	2
Year-to-Date Sales Tax	4
Monthly Sales Tax	5
All Fund Expenditures	6
General Fund Expenditures	7

Items of Interest

- 2014 Budget was adopted at the budget hearing on Monday November 25, 2013.
- 21 new business licenses issued in November.
- Visit us at the improved www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

Sales, Use and Property Tax Update

November 2013

Benchmark = 92%	Sales Tax	Construction Use Tax	Property Tax	Combined
Budget 2013	\$5,502,998	\$1,317,445	\$4,096,598	\$10,917,041
Actual 2013	\$6,115,402	\$1,830,934	\$4,044,586	\$11,990,922
% of Budget	111.13%	138.98%	98.73%	109.84%
Actual Through November 2012	\$5,443,068	\$1,956,248	\$4,040,690	\$11,440,006
Change From Prior Year	12.35%	-6.41%	0.10%	4.82%

Ideally through the eleventh month of the year you would like to see at least 92% collection rate on your annual budget number. We have reached that benchmark in all three tax categories and have nearly collected our entire year's budget in ten months.

At this point last year we had collected \$4,040,690 in property taxes, or 97.2% of the annual budget. We are slightly ahead of the 2012 pace.

Building Permit Chart

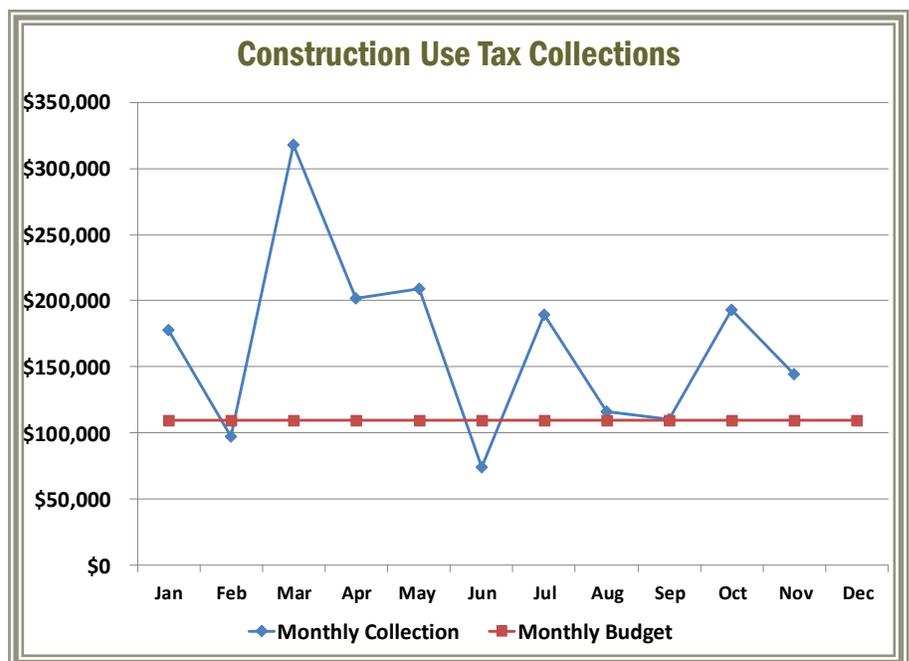
November 2013

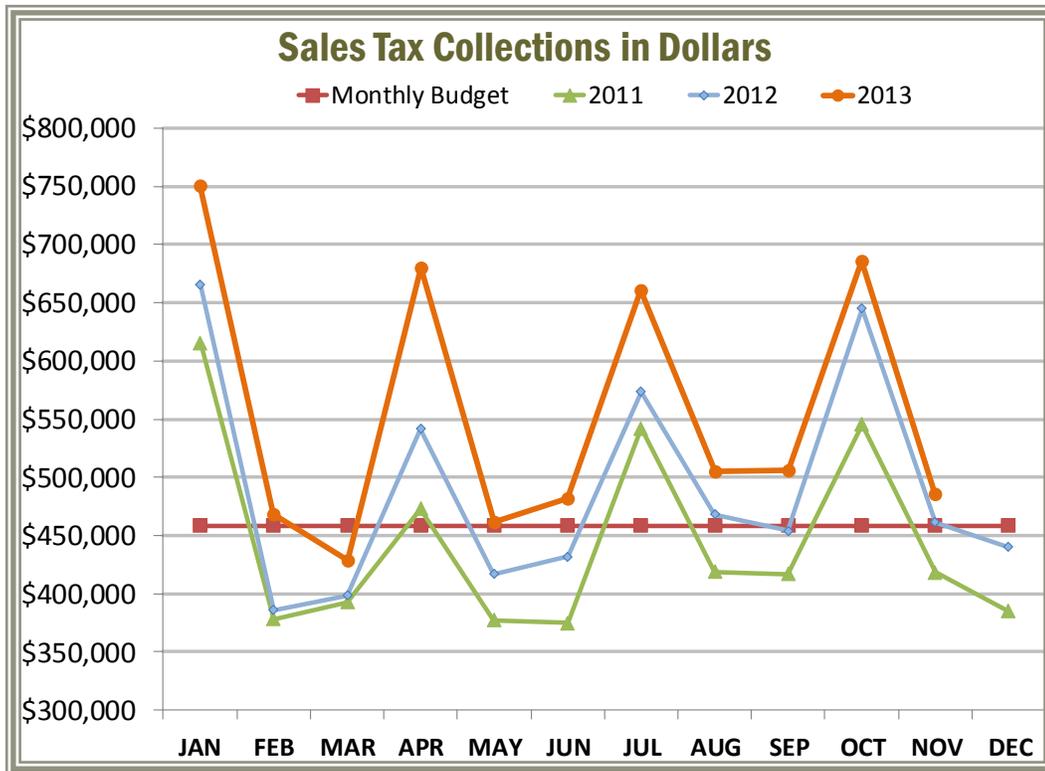
	SFR	Commercial	Industrial	Total
Through November 2013	335	5	4	344
Through November 2012	401	0	2	403
% change from prior year				-14.64%
2013 Budget Permit Total				305
% of 2013 Budget				112.79%

Building Permits and Construction Use Tax

We are showing a 14.64% decrease in number of permits as compared to November 2012. We issued 25 SFR permits in November 2013 as compared to 31 in November of 2012.

Construction use tax is slightly behind last year but has reached the budgeted collections for the entire year of 2013.





Gross Sales tax collections for November 2013 were approximately \$24,000 higher than November 2012.

November Facts

November is a “single collection” month, meaning that the collections are for sales made in October. This November was our highest on record at \$485,713 producing roughly \$24,000 more in collections over November 2012.

We did not receive any voluntary compliance or audit payments in November.

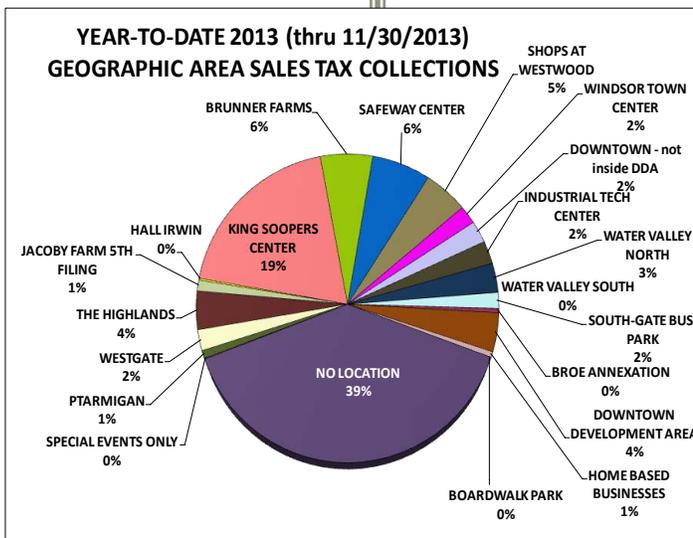
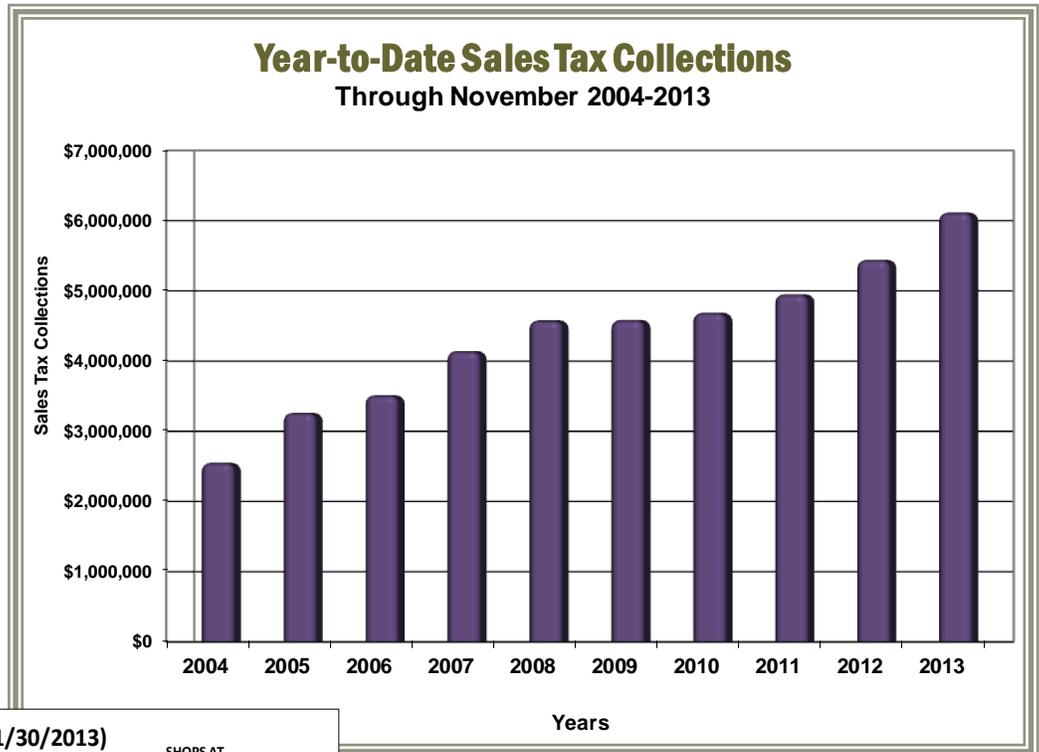
We issued 21 new business licenses in November.

Looking Forward

We budgeted \$5.5 M in sales tax for 2013, making our average monthly collection requirement \$458,000. We surpassed that mark by \$27,713. We have had only one month this year when we have not reached our monthly budget collection.

If we continue at this pace, we are on target to collect \$6.5 million in sales tax for 2013. Budget numbers for 2014 place sales tax collections at \$6 million, which will make our monthly collection requirement \$500,000 for 2014.

Through November we have collected \$6.1M in sales tax. If we maintain this pace, we may end the year in the \$6.5M range.

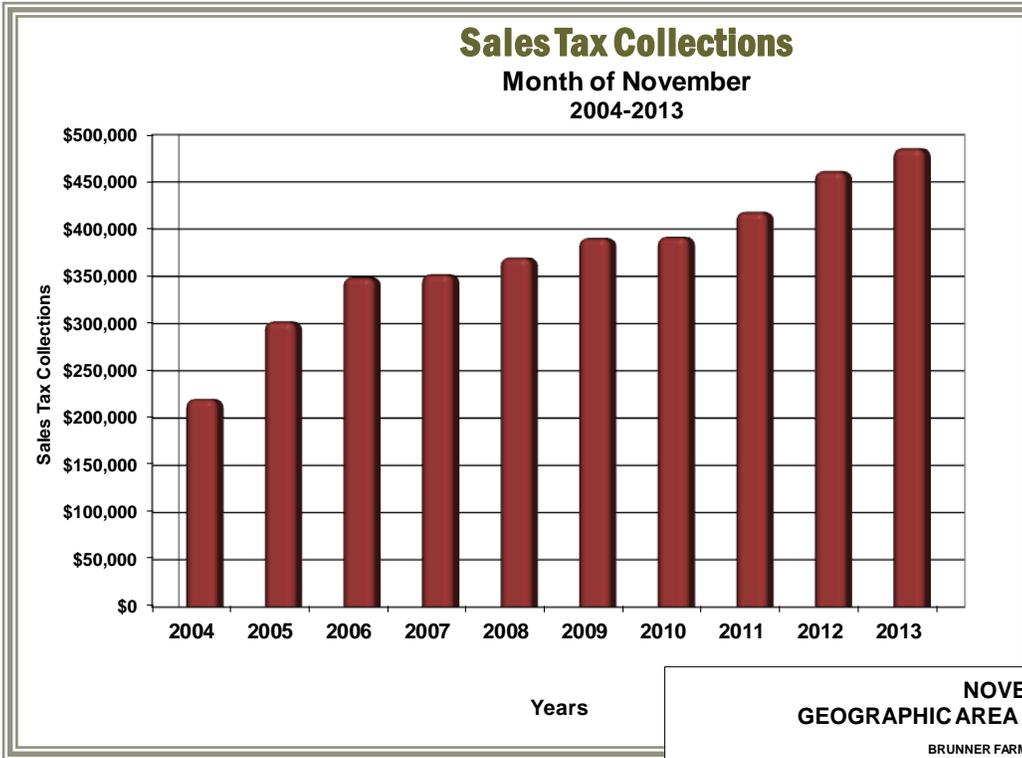


Our sales tax base is still anchored through groceries and utilities.

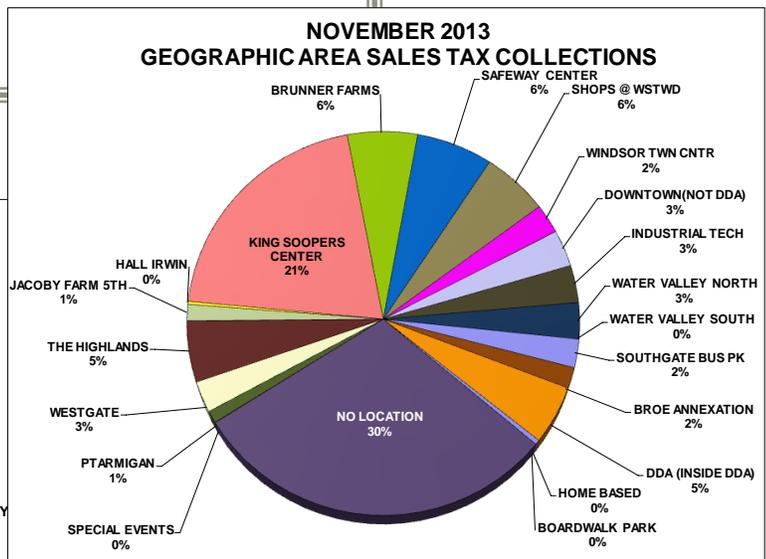
Year-to-Date Sales Tax

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.

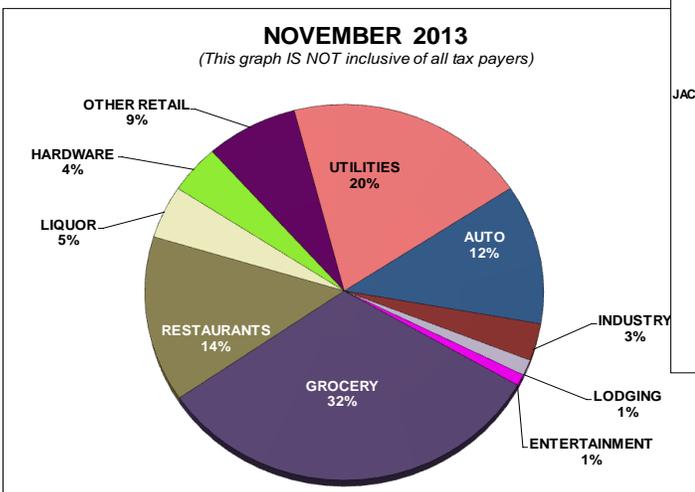
- Groceries, restaurants, liquor, hardware, general retail and auto parts all increased collections over November 2012.
- It appears that if we have a December collection similar to December 2012, we will reach \$6.5 million in sales tax collections for 2013.



In November 2013, we have collected \$485,713 in sales tax.



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



Monthly Sales Tax

- November 2013 gross collections of \$485,713 were 5.24% higher than November 2012 collections of \$461,518. November 2013 was the highest November gross sales collection on record.
- Our sales tax base is necessity driven, as demonstrated in the pie graph above. Necessities of food, utilities and automobiles comprised 78% of our November collections. This base coupled with increased population and housing continue to drive sales tax collections higher.

All Funds Expense Chart

November 2013

Benchmark =92%

<u>General Government</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2013 Budget</u>	<u>% of Budget</u>
General Fund	\$844,130	\$10,996,501	\$12,338,917	89%
Special Revenue	\$386,712	\$1,973,691	\$2,753,029	72%
Internal Service	\$173,967	\$1,916,631	\$2,355,908	81%
Other Entities(WBA)	\$12,090	\$132,995	\$145,080	92%
Sub Total Gen Govt Operations	\$1,416,899	\$15,019,818	\$17,592,934	85%
<u>Enterprise Funds</u>				
Water-Operations	\$197,956	\$2,687,391	\$2,700,133	100%
Sewer-Operations	\$69,217	\$1,175,901	\$1,238,601	95%
Drainage-Operations	\$25,903	\$403,929	\$406,995	99%
Non-Potable Operations	\$6,936	\$429,115	\$387,780	111%
Sub Total Enterprise Operations	\$300,012	\$4,696,336	\$4,733,509	99%
Operations Total	\$1,716,911	\$19,716,154	\$22,326,443	88%

plus transfers to CIF and Non-Potable for loan

Operations expenditures in the governmental funds are tracking where they are expected through the eleven months of the year.

<u>General Govt Capital</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2013 Budget</u>	<u>% of Budget</u>
Capital Improvement Fund	\$123,961	\$2,328,812	\$5,080,214	46%
<u>Enterprise Fund Capital</u>				
Water	\$0	\$85,110	\$2,673,542	3%
Sewer	\$116,877	\$475,168	\$787,250	60%
Drainage	\$4,546	\$25,198	\$856,000	3%
Non-Potable	\$3,444	\$163,222	\$380,700	43%
Sub Total Enterprise Capital	\$124,867	\$748,698	\$4,697,492	16%
Capital Total	\$248,828	\$3,077,510	\$9,777,706	31%
<i>plus transfer to Non-Potable for loan</i>				
Total Budget	\$1,965,739	\$22,793,664	\$32,104,149	71%

All Funds Expenditures

As a tracking tool, we would expend no more than 92% of our annual budgeted expenditures through the month of November. Our total expenditures budget is at 71% of the total budget.

The enterprise funds operating budgets are a bit ahead of schedule. The water fund saw unanticipated line repair costs as well as the cost for additional meters for new houses. The sewer fund saw some additional plant repairs. The drainage fund saw an additional mosquito control application as well as engineering costs on the Davis Seepage issue. The non potable fund bore the engineering costs for the Kyger Pit conveyance.

The slower pace of capital project spending will most likely not require us to make additional budget appropriations in these funds, as the total expenditures should be under budget.

General Fund Expense Chart

		2013			
	Department	Current Month	YTD Actual	Budget	% of Budget
410	Town Clerk/Customer Service	\$40,858	\$487,945	\$527,426	92.5%
411	Mayor & Board	\$24,834	\$387,634	\$470,308	82.4%
412	Municipal Court	\$1,420	\$14,342	\$19,659	73.0%
413	Town Manager	\$22,118	\$238,638	\$277,826	85.9%
415	Finance	\$41,295	\$528,749	\$579,638	91.2%
416	Human Resources	\$20,086	\$274,293	\$345,699	79.3%
418	Legal Services	\$30,124	\$365,874	\$370,000	98.9%
419	Planning & Zoning	\$40,624	\$761,154	\$809,677	94.0%
420	Economic Development	\$10,633	\$168,614	\$182,527	92.4%
421	Police	\$202,014	\$2,443,516	\$2,685,654	91.0%
428	Recycling	\$2,348	\$28,281	\$41,470	68.2%
429	Streets	\$68,069	\$850,558	\$949,735	89.6%
430	Public Works	\$32,942	\$378,513	\$424,111	89.2%
431	Engineering	\$45,391	\$546,804	\$600,833	91.0%
432	Cemetery	\$7,151	\$93,825	\$112,878	83.1%
433	Community Events	\$1,952	\$84,844	\$106,411	79.7%
450	Forestry	\$23,869	\$247,866	\$309,139	80.2%
451	Recreation Programs	\$107,018	\$1,470,976	\$1,668,558	88.2%
452	Pool/Aquatics	\$1,579	\$175,535	\$189,884	92.4%
454	Parks	\$85,905	\$1,019,908	\$1,178,951	86.5%
455	Safety/Loss Control	\$0	\$3,140	\$15,510	20.2%
456	Art & Heritage	\$15,278	\$222,249	\$253,595	87.6%
457	Town Hall	\$18,622	\$203,243	\$219,429	92.6%
Total General Fund Operations		\$844,130	\$10,996,501	\$12,338,917	89.1%

General Fund Expenditures

The General Fund represents the bulk of our daily operations budget. Again judging by the eleven month, 92% rule of thumb, expenditures are where they should be after eleven months.

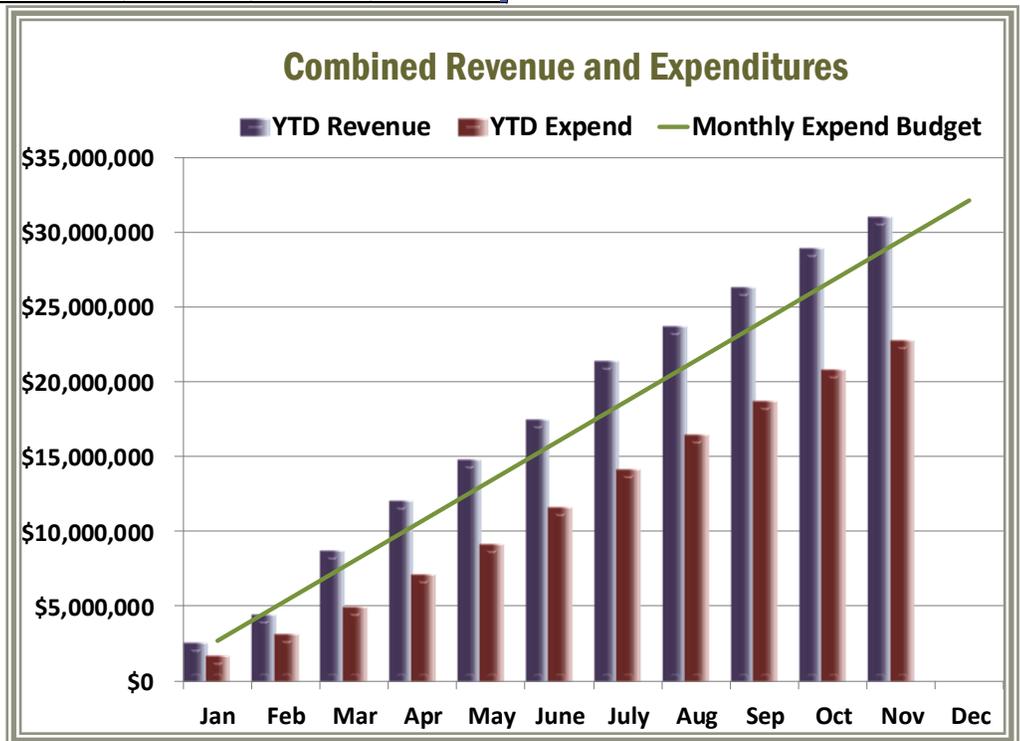
The planning department expenditures reflect the payment of \$307,000 in grant money to the Housing authority. This represents 100% of that particular line item.

At this writing, it does not appear we will need a supplemental appropriation for the General Fund.

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 2013 budget expended equally over twelve months.

November YTD revenue total exceeded expenditures by roughly \$8.2 million. Monthly expenditures spread over 12 months equals \$2,675,346 per month. Our total revenue for October was \$2,102,947.



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.



2013 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 adopted 2013 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

To: Mr. Mayor and Members of the Town Board

CC: Patti Garcia, Town Clerk
Ian McCargar, Town Attorney

From: Teresa Ablao, Associate Town Judge

Date: December 23, 2013

RE: Windsor Local Liquor Licensing Authority- 4th quarter report

I want to update you on the activities of the Windsor Liquor Licensing Authority (LLA) that have occurred since my last report in September.

RENEWALS:

This quarter, 10 license renewals were approved. One renewal application was denied as the licensee did not, after repeated requests, appear and/or provide proof of possession of the premises and certificate of good standing with the Colorado Secretary of State.

NEW APPLICATIONS:

A 3.2% Off-Premises Beer license was conditionally granted to Sivro Enterprises, Inc. d/b/a 7-Eleven to be located at 6400 Crossroads Blvd. Once the facility is built and the premises satisfactorily passes the Police inspection, the license will be issued.

SPECIAL EVENTS PERMITS:

A special event permit was granted for the Windsor Knights of Columbus for a "casino night" event on New Year's Eve through 1 a.m. to January 1, 2014.

SHOW CAUSES:

5 licensees failed a compliance check (sale or service to person's under 21 years of age) that was conducted jointly by the State and Windsor Police in October. It is not known to the LLA how many Windsor licensees passed the compliance check. The following licensees admitted violating the liquor code and were issued a penalty of a 7 day suspension, with 2 days actually served and the remaining 5 days held in abeyance for one year on the condition that there are no further violations of the liquor code, rules and regulations during the year held in abeyance:

American Legion Post 109 Forbes McKay
Corner Liquor
Pizza Hut
Loaf 'N Jug
Guadalajara Family Mexican Restaurant III

If a new violation does occur and is proven, the licensee would have to serve the remaining 5 days *in addition to* whatever the penalty may be for the new violation.

SURRENDERED LICENSES:

The following licensees surrendered their liquor licenses:

Otie's Wine and Spirits, Inc.

The Bungalow Ice Cream and Coffee House

Minutes for each of the meetings (September –December, 2013) described above are available on the Town of Windsor web site should you wish to review them. Please feel free to contact me anytime if you have any questions or concerns.



MEMORANDUM

Date: January 13, 2014
To: Windsor Town Board
From: Kelly Arnold, Town Manager
Re: Municipal Court Fines

Attached is a memo from Town Attorney regarding recent legislation that allows an increase in maximum amount for Municipal Court Fines. We wanted to share this information with Town Board.

Staff does not have a proposal or time line for Town Board consideration of this item. If Town Board would like to discuss soon, work session time can be scheduled for discussion in the next two months.

If Town Board does not bring up this topic for near term work session, it will probably be brought forth by staff later in 2014 when Town Board begins discussion of Municipal Judge appointment (current two-year term expires January, 2015) and other related municipal court procedures.

Attachment: January 8, 2014 memo from Town Attorney



MEMORANDUM

Date: January 13, 2014
To: Mayor and Town Board
Via: Town Board packets Communications section
From: Ian D. McCargar, Town Attorney
Re: Municipal Court fine limits
Item #: -----

Background / Discussion:

During the 2013 legislative session, the General Assembly approved a bill under which municipalities may by ordinance authorize their courts of record to increase the maximum fine level from \$1,000 to \$2,500, with annual future adjustments at prescribed rates. Fines are largely used as a deterrent to criminal conduct, although there is certainly a revenue component to fine collections.

The decision as to the amount of the fine in any particular case remains left to the discretion of the sentencing judge, regardless of the maximums. Thus, increasing the maximum does not guarantee any increase in deterrence or revenue; it simply gives the sentencing judge the authority to impose a fine higher than the current maximum.

Financial Impact: Difficult to measure for the foregoing reasons; depends on whether higher fines are actually imposed and collected by the court.

Relationship to Strategic Plan: Safe and secure feelings of Windsor residents.

Recommendation: Review the foregoing and inform the Town Manager of your interest in considering an ordinance adjusting the maximum fine for convictions in Municipal Court.

TREASURE ISLAND DEMONSTRATION GARDEN

END-OF-SEASON REPORT, CALENDAR YEAR 2013 - DECEMBER 18, 2013

PREPARED FOR THE TOWN OF WINDSOR DEPARTMENT OF PARKS, RECREATION AND CULTURE

SUMMARY INFORMATION

TOTAL VEGETABLE DISTRIBUTION TO WINDSOR FOOD PANTRY	1,980 POUNDS
TOTAL NUMBER OF VARIETIES OF VEGETABLE PLANTS DONATED BY BONNIE PLANT FARMS	35 (INCLUDING 8 VARIETIES OF TOMATOES; 8 VARIETIES OF CABBAGES; 10 VARIETIES OF PEPPERS)
TOTAL NUMBER OF VEGETABLE PLANTS DONATED BY BONNIE PLANT FARMS	APPROXIMATELY 300
TOTAL NUMBER OF ONION SETS DONATED BY BONNIE PLANT FARMS	500
TOTAL NUMBER OF BEDDING PLANTS DONATED BY POPE FARMS	100
PLANTS RECEIVED FROM THE PLANT SELECT® PROGRAM (INCLUDING MULTIPLE SPECIMENS OF SOME VARIETIES)	50 PLANTS 15 VARIETIES
ADDITIONS OF SHRUBS AND ORNAMENTAL GRASSES (INCLUDING MULTIPLE SPECIMENS OF SOME VARIETIES)	15 PLANTS
ADDITIONS OF CACTUS, YUCCA, AGAVE AND OTHER XERIC PLANTS	NONE
DONATIONS OF PERENNIALS AND ANNUALS FROM PRIVATE GARDENS	75
ADDITIONS OF SPRING-FLOWERING BULBS	250 BULBS
ESTIMATED NUMBER OF VISITORS WALKING THROUGH THE GARDEN IN 2013	500 VISITORS
ESTIMATED NUMBER OF CYCLISTS AND PEDESTRIANS PASSING BY THE GARDEN ON THE POUDE RIVER TRAIL	1,000-1,500 PASSERSBY
NUMBER OF PLANT SELECT® BROCHURES AND GENERAL INFORMATION BROCHURES DISTRIBUTED FROM THE GARDEN	400 BROCHURES

NUMEROUS OTHER ANNUALS, PERENNIALS, AND SEEDS WERE PURCHASED AND/OR DONATED TO THE GARDEN THROUGHOUT THE YEAR.

DEVELOPMENT

THE SUNKEN ROCK GARDEN AT THE SOUTH END OF THE GARDEN WAS COMPLETED WITH PLANTINGS ALTHOUGH THE WALKWAY THROUGH THIS GARDEN STILL NEEDS A HARD SURFACE.

THE MEETING AREA AT THE SOUTH END OF THE GARDEN WAS ENLARGED; THE BENCHES WERE PAINTED, AND THE MAIN SIGNBOARD WAS MOVED SO THAT VISITORS WHO STOPPED TO READ THE SIGN WOULD NOT IMPEDE THE FLOW OF TRAFFIC ON THE POUFRE RIVER TRAIL.

575 FEET OF GRAVEL WALKWAY BORDERED BY LARGER RIVER ROCK WAS ADDED. THE WALKWAYS THROUGH THE FLOWER GARDEN ARE NEARLY COMPLETED.

MAPPING OF THE GARDEN IS COMPLETE. IN 2014, EACH SECTION OF THE GARDEN WILL BE LABELED BY LETTER TO AID VISITORS IN LOCATING PLANT SPECIMENS.

WATERING LOCATIONS WERE RE-ESTABLISHED THROUGHOUT THE GARDEN TO IMPROVE THE OVERLAP OF WATERING ZONES AND TO ELIMINATE AREAS THAT DO NOT RECEIVE SUFFICIENT WATER.

THE UTILITY AREA WAS CLEANED UP AND ORGANIZED. ADDITIONAL VINES WILL BE PLANTED IN 2014 TO CAMOUFLAGE THE UTILITY AREA AND TO DEMONSTRATE THE USE OF VINE PLANTINGS FOR THIS PURPOSE.

SIGNAGE FOR LABELING PLANTS WAS IMPROVED WITH THE ADDITION OF NEW SIGNS TO LABEL PLANTS THAT HAD NOT BEEN LABELED PREVIOUSLY. SIGNAGE FOR ALL PLANTS IS A GOAL FOR 2014.

A DATABASE OF ALL GARDEN PLANTS INCLUDING GROWING ZONES AND VARIOUS PLANT CHARACTERISTICS AND PLANT NEEDS WAS NEARLY COMPLETED. THIS TASK SHOULD BE COMPLETED IN 2014.

EDUCATION

SECOND SATURDAY CLASSES WERE CONDUCTED IN APRIL THROUGH SEPTEMBER, ALTHOUGH THE AUGUST CLASS WAS PRE-EMPTED BY THE WINDSOR KIWANIS GARDEN TOUR WHICH INCLUDED TREASURE ISLAND DEMONSTRATION GARDEN. THE SEPTEMBER CLASS WAS CANCELED DUE TO FLOODING.

VOLUNTEERS PROVIDED ACTIVITIES FOR LOCAL PRE-SCHOOL CHILDREN WHO VISITED THE GARDEN.

IN EARLY JUNE, THE MASTER GARDENERS CONDUCTED SCHEDULED TOURS OF THE GARDEN FOR THE FORT COLLINS NEWCOMERS CLUB AND FOR A BUSLOAD OF ATTENDEES OF THE COLORADO FEDERATION OF GARDEN CLUBS' ANNUAL CONVENTION WHICH WAS HELD IN FORT COLLINS.

IMPROVED SIGNAGE FOR LABELING OF PLANTS CONTRIBUTED TO AN ENHANCED EDUCATIONAL EXPERIENCE FOR VISITORS. OTHER DESCRIPTIVE SIGNS, INTENDED TO EDUCATE THE PUBLIC ABOUT DISPLAYS AND PROCESSES AT THE GARDEN, HAVE BEEN PLACED AROUND THE GARDEN.

THE ADDITION OF THREE NEW WEATHERPROOF BROCHURE BOXES ENABLES DISTRIBUTION OF INFORMATIONAL BROCHURES OF VARIOUS TYPES TO PROVIDE INFORMATION ABOUT THE PLANT SELECT® PROGRAM, A KEY FOCUS OF THE GARDEN.

PUBLICITY

AFTER RECEIVING IMPORTANT REGIONAL EXPOSURE IN 2012, TREASURE ISLAND PUBLICITY IN 2013 WAS MOSTLY LIMITED TO ARTICLES IN LOCAL NEWSPAPERS.

MASTER GARDENER LEADERS AT TREASURE ISLAND UNDERTOOK THE PUBLICATION OF A NEWSLETTER, "NEWS PETALS," ABOUT THE GARDEN AND ITS VOLUNTEERS. THREE EDITIONS APPEARED IN 2013. EACH OF THESE NEWSLETTERS WAS MADE AVAILABLE AT THE GARDEN, AND AT THE WINDSOR COMMUNITY RECREATION CENTER.

VOLUNTEERS

A KICK-OFF RECEPTION WAS HELD AT THE WINDSOR COMMUNITY RECREATION CENTER IN EARLY APRIL FOR THE PURPOSE OF GENERATING INTEREST IN THE GARDEN. SEVERAL NEW COMMUNITY VOLUNTEERS WERE ADDED TO THE ROSTER AS A RESULT.

NUMBER OF MASTER GARDENER VOLUNTEERS WHO WORKED AT THE GARDEN IN 2013: 11

NUMBER OF HOURS OF VOLUNTEER TIME CONTRIBUTED BY MASTER GARDENER VOLUNTEERS: 888.5

NUMBER OF COMMUNITY VOLUNTEERS WHO WORKED AT THE GARDEN IN 2013: 23

NUMBER OF HOURS OF VOLUNTEER TIME CONTRIBUTED BY COMMUNITY VOLUNTEERS: 284.75

ADDITIONAL ADMINISTRATIVE/PLANNING/MEETING HOURS ATTRIBUTABLE TO GARDEN OPERATIONS 40

IN MANY WAYS, THE 2013 GROWING SEASON EPITOMIZED THE CHALLENGES AND DIFFICULTIES OF ACHIEVING GARDENING SUCCESS IN NORTHERN COLORADO. MOTHER NATURE CLEARLY HAD A BURR IN HER SADDLE.

THE FIRST WEEKEND IN APRIL, UNDER WARM AND SUNNY SKIES, A SMALL GROUP OF VOLUNTEERS PLANTED MOST OF THE VEGETABLE PLANTS THAT HAD BEEN DONATED TO THE GARDEN BY BONNIE PLANTS. THE SECOND WEEKEND IN APRIL BROUGHT NEARLY A FOOT OF HEAVY SNOW AND VERY COLD TEMPERATURES. NEARLY ALL OF THE NEW PLANTS SUCCUMBED. THE THIRD WEEKEND IN APRIL: MORE SNOW AND MORE COLD TEMPERATURES. THE FOURTH WEEKEND IN APRIL BROUGHT MORE OF THE SAME. THANKS TO NEW DONATIONS FROM BONNIE PLANTS, THE PLANTING OF THE VEGETABLE GARDEN WAS COMPLETED NEAR THE END OF MAY.

IN JUNE AND JULY, THE GARDEN SHOWED ITS RESILIENCE, AND VISITORS ENJOYED THE COLORS AND TEXTURES OF THE FLOWER GARDEN. THE VEGETABLE GARDEN BEGAN TO PROVIDE AN ABUNDANCE OF FRESH VEGETABLES TO THE WINDSOR FOOD PANTRY.

ON AUGUST 2, THE ENTIRE GARDEN WAS DESTROYED BY A MAJOR HAIL STORM. VEGETABLES WERE RUINED; FLOWERS WERE FLATTENED; LEAVES WERE SHREDDED.

DURING THE NEXT SIX WEEKS, THE GARDEN (AND THE GARDENERS) AGAIN DEMONSTRATED RESILIENCE. PLANTS THAT WERE NOT DESTROYED IN THE HAILSTORM REBOUNDED AND ONCE AGAIN DEMONSTRATED THEIR BEAUTY.

THEN CAME THE FLOOD. MOST OF THE GARDEN WAS UNDER WATER FOR SEVERAL DAYS IN MID-SEPTEMBER. ALL VEGETABLE PLANTS THAT HAD STOOD IN FLOOD WATER WERE REMOVED, AND DELIVERIES TO THE WINDSOR FOOD PANTRY SLOWED TO A TRICKLE. VEGETABLE WEIGHTS WERE LOWER THAN THE TWO PREVIOUS YEARS BY ABOUT 300 POUNDS BECAUSE OF THE FLOODING.

IN SPITE OF THE ADVERSE WEATHER CONDITIONS EXPERIENCED THROUGHOUT THE GROWING SEASON, THE GARDEN CONTINUES TO GROW, DEVELOP, AND MATURE. PLANS FOR IMPROVEMENTS AND NEW DEVELOPMENT FOR 2014 ARE UNDERWAY. IT IS HOPED THAT ALL HARD-SURFACE WALKWAYS CAN BE COMPLETED IN 2014.



MEMORANDUM

Date: January 13th, 2014
To: Mayor and Town Board
Via: Town Board packets, Communications section
From: Carrie Knight, Art & Heritage Manager
Re: 2013 Community Events in Review
Item: D.4.a

Background/Discussion:

By the Numbers

2013 presented unique opportunities and challenges for the Community Events branch of the Art & Heritage Division. To give some indication of the breadth of the special event season, please consider the following numbers:

of community events in 2013: 65
of total attendees: 53,207
of town-sponsored events: 21

2013 National Citizen Survey Results

The 2013 National Citizen Survey generated information relative to the level of awareness and support afforded to special events within the community.

Question 20b:

“How familiar, if at all, are you with the Town of Windsor special events, such as the Farmer’s Market, Harvest Festival, Wine Fest, 4th of July Concert and Fireworks, Fine Arts Fest, Oktoberfest, Movies in the Park, and 5k Races?”

71% of respondents indicated they were “very familiar.”

Question 20c:

“How likely, if at all, are you to participate in any of the events listed above in the next twelve months?”

60% of respondents indicated “very likely.”

Staffing

In 2013, it was recommended that the Event Coordinator position transition from Regular Part-time status to a Full-time position. This transition was approved through the 2014 budget process. Staff is currently engaged in hiring the position for 2014.

Strategic Plan Directives

Town staff satisfied work objectives of the 2012-2014 Town of Windsor Strategic Plan which included:

B2: Identify the components of a successful special event.

Staff determined that there were three critical questions that could be asked when determining the success of a special event.

- Does the event contribute to the economic vitality of the community?
- Does the event contribute to citizen's overall sense of well-being?
- Is the event responsibly managed?

These questions can be answered in measurable ways, including visitation, sales tax revenue, crime rates, sponsorships/partnerships, property values, etc. [See attached graphic for additional indicators.]

B3: Categorize special events.

Town Sponsored Event-

Events seeking amenities offered in standard Event Sponsorship Package [see attached schedule] which may include other contributions with a financial value. If sponsorship request diverges from or exceeds standard Event Sponsorship Package, depending on the monetary value of the request, a Short Form or Long Form Grant Request will be required. All grant requests will be reviewed by and determined on by the Town of Windsor Board. As a condition of sponsorship, Town receives recognition in all print and media advertising. These events typically occur on town property. A town-sponsored event satisfies the components of a successful community event as outlined above.

Town Partnered Event –

An event which may or may not enjoy the benefit of town sponsorship, but which is carried out in a spirit of partnership. This may involve shared use of physical space, patrons, and/or staffing, among other shared assets. A town-partnered event satisfies the components of a successful community event as outlined above.

Town Initiated Event -

Considered a regular program offered exclusively by the Town of Windsor. Additional support can be gathered through community sponsors, but principal operation and management of event is responsibility of the town and its staff. These events typically occur on town property. A town-initiated event satisfies the components of a successful community event as outlined above.

Non-affiliated Event –

Event typically conducted on private property or on town property after rental fee has been paid. If on private property, no special event application is required. However, event must be

compliant with planning codes, sales tax collection, and event planner is advised to contact the police department if any adverse effects on traffic are anticipated. If on town property, event planner will be required to submit a special event application if event planner expects said event to “interfere with vehicular or pedestrian traffic and is beyond regular property usage, where a higher concern exists for the protection of participants, users and/or property.” Non-affiliated events have the ability to apply for financial assistance through the Short Form and Long Form Grant Request. All grant requests will be reviewed by and determined on by the Town of Windsor Board.

Date	Event Name	Attendance	Venue	Management
3/30/2013	Optimist Easter Egg Hunt	300	Main Park	Private
3/30/2013	Annual Easter Egg Hunt	200	Highland Meadows	Private
3/31/2013	Easter Sunrise Service	200	Boardwalk Park	Private
5/6/2013	Town of Windsor Water Festival	300	Boardwalk Park	TOW
5/11/2013	NoCO Walk MS	1200	Boardwalk Park	Private
5/18/2013	Young Life Summer Break Kickoff	200	Boardwalk Park	Private
5/20/2013	Windsor Middle School 6th grade picnic	210	Boardwalk Park	Private
5/23/2013	Windsor Middle School 7th grade picnic	210	Eastman Park	Private
5/23/2013	Mountain View Elementary All School Picnic	270	Main Park	Private
5/25/2013	Pelican Fest Triathlon	300	Boardwalk Park	Private
6/1/2013	Optimist Club Duck Race	50	#2 Canal Trail	Private
6/1/2013	Sierra's Race	2500	Highland Meadows	Private
6/6/2013	Summer Concert Series - All Town BBQ	1500	Boardwalk Park	TOW
6/13/2013	Summer Concert Series	500	Boardwalk Park	TOW
6/14/2013	Movies in the Park	150	Boardwalk Park	TOW
6/19/2013	UNC Health Fit Families Picnic	700	Main Park	Private
6/20/2013	Summer Concert Series	500	Boardwalk Park	TOW
6/21/2013	Windsor Smiles Patient Appreciation Party	100-150	Boardwalk Park	Private
6/22/2013	Battle of the Bands	Cancelled	Boardwalk Park	TOW
6/23/2013	Grace River Car Show	150	Eastman Park	Private
6/27/2013	Summer Concert Series	350	Boardwalk Park	TOW
6/28/2013	Movies in the Park	150	Boardwalk Park	TOW
6/29/2013	Farmers Market	500	5th Street	Sponsor
7/4/2013	4 Legged 4-K	102	Boardwalk Park	TOW
7/4/2013	4th of July Celebration	5000	Boardwalk Park	TOW
7/6/2013	Farmers Market	500	5th Street	Sponsor
7/11/2013	Summer Concert Series	350	Boardwalk Park	TOW
7/12/2013	Family Camp Out	160	Boardwalk Park	TOW
7/12/2013	Relay for Life	800	Eastman Park	Sponsor
7/13/2013	Farmers Market	500	5th Street	Sponsor
7/20/2013	Farmers Market	500	5th Street	Sponsor
7/25/2013	Taste of Windsor Now	1000	Boardwalk Park	Sponsor

7/26/2013	Dive In Movie	120	Chimney Park Pool	TOW
7/27/2013	Farmers Market	500	5th Street	Sponsor
7/28/2013	Exalt in the Park	150	Main Park	Private
8/1/2013	Summer Concert Series	350	Boardwalk Park	TOW
8/3/2013	Farmers Market	500	5th Street	Sponsor
8/4/2013	Family Day - CO Army National Guard	125	Eastman Park	Private
8/8/2013	Swing in the Street	350	5th Street	TOW
8/9/2013	Teen Bonfire	0	Boardwalk Park	TOW
8/9/2013	Movies in the Park	125	Boardwalk Park	TOW
8/10/2013	Windsor Community Church 11K	150	Eastman Park	Private
8/10/2013	Farmers Market	500	5th Street	Sponsor
8/17/2013	His Little Feet Step up 5K Walk Run	150	Boardwalk Park	Private
8/17/2013	Farmers Market	500	5th Street	Sponsor
8/23/2013	USA Pro Challenge Kick Off Party	500	Boardwalk Park	Sponsor
8/24/2013	USA Pro Challenge	8000	Town-wide	Sponsor
8/24/2013	Farmers Market	500	5th Street	Sponsor
8/24/2013	Front Range Wine Festival	2000	Main Park	Sponsor
8/31/2013	Farmers Market	500	5th Street	Sponsor
8/31/2013	Harvest Festival BBQ	1500	Boardwalk Park	Sponsor
8/31/2013	Mud Volleyball Tournament	67 teams	Diamond Valley	TOW
9/1/2013	Windsor Cruise - In	1500	Eastman Park	TOW
9/1/2013	Harvest Festival	4500	Main Park	Sponsor
9/2/2013	Harvest Festival	7500	Main Park	Sponsor
9/2/2013	Labor Day 5 K	135	Boardwalk Park	TOW
9/7/2013	Footsteps to Hope	200	Boardwalk Park	Private
9/7/2013	Farmers Market	500	5th Street	Sponsor
9/20/2013	Windsor Business Expo	800	CRC	TOW
9/21/2013	Farmers Market	300	5th Street	Sponsor
9/28/2013	Volgafest	500	CRC	TOW
10/4/2013	WMS Cross Country Invite	350	Boardwalk Park	Private
10/5/2013	Special Olympics Miles of Smiles 5K	200	Boardwalk Park	Private
10/5/2013	Salsa on 5th	350	5th Street	Sponsor
12/7/2013	Windsor Wonderland	500	Boardwalk Park/5th S	Sponsor

Total: 53207

2014 Prospectives

June	Balloon Festival	Unknown	Eastman Park	Unknown
Unknown	Lake to Lake Triathlon	Unknown	Boardwalk Park	Unknown

Legend

-  : Events planned for 2014
-  : Prospective Events for 2014