



TOWN BOARD REGULAR MEETING

February 24, 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. Presentation of Larimer County Annual Report - Commissioner Tom Donnelly
6. 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 February 10, 2014 Regular Town Board Meeting – M. Lee
2. Advisory Board appointments – P. Garcia

C. BOARD ACTION

1. Town Sponsored Event Request – Christmas in Windsor
 - Applicant presentation: Sandy Michaels
2. Long Form Grant Application – Harvest Festival
 - Applicant presentation: Casey Johnson, Harvest Festival Chairman

3. Site Plan Presentation – Great Western Industrial Park, Eighth Filing, Lot 3 – Cargill Metals – 31825 Great Western Drive – Briggs Anderson, Cargill Inc., applicant/ Michael Bray, dcb construction company, inc., applicant’s representative
 - Staff presentation: Josh Olhava, Associate Planner
4. Resolution No. 2014-10 – A Resolution Determining the Basis for Cancellation of the April 8, 2014, Town of Windsor Regular Municipal Election, Declaring the April 8, 2014 Town of Windsor Regular Municipal Election and Declaring the Election of Town Board Members for Districts 2, 4 and 6
 - 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

February 10, 2014 - 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 7:03 p.m.

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

- Also present:
- Town Manager Kelly Arnold
 - Town Attorney Ian McCargar
 - Director of Parks Recreation & Culture Melissa Chew
 - Town Clerk Patti Garcia
 - Chief of Police John Michaels
 - Director of Planning Joe Plummer
 - Management Intern Kelly Unger
 - Associate Planner Josh Olhava

- 2. Pledge of Allegiance
Mr. Thompson 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

**Mr. Thompson moved to approve the agenda as presented; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, Thompson, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – 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 met on February 4, but did not elect officers; they adopted a Resolution approving acceptance of a Deed for Sheep Draw Conservation Easement, which will be reviewed as Board Action Item 3 on this evening’s agenda.
 - Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority
Mr. Thompson stated the Great Western Trail Authority bid packages are due back this week. The Trail Authority will manage construction on the project; the Town of Windsor will manage the financial portion of the bid. Mr. Thompson also briefly recapped actions at the February 5 Planning Commission meeting. He noted the Town Board and Planning Commission will hold a Joint Work Session in March. Mr.

Thompson went on to state the Tree Board elected officers at its last meeting, changed its regular meeting time to 5:00 p.m., and discussed the Arbor Day Poster Contest and strategies to deal with the Emerald Ash Borer.

- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
Mayor Pro-Tem Melendez had no new information from the DDA; they will meet next on February 19. She did relate that the Chamber met on February 5 and had a positive financial report, with 12 new members joining the organization. She also told of new committees including Events and Promotions, and Sponsorship Package/Dues Committees. More information will be available in March.
- Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
Mr. Rose stated the next meeting of the Water & Sewer Board will take place on February 12; he had no new information to present from the Housing Authority.
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
Mr. Bishop-Cotner stated the Historic Preservation Commission meets on February 12. Mr. Bishop-Cotner listed several new amenities and programs at the Clearview Library, and encouraged everyone to check out the changes. He informed Town Board Members there may be dust from rearranging at the Library, and passed on Library staff's request for indulgence until things get settled.
- Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
Mr. Adams reported SALT has four new members. He reminded the Board of SALT's plans to visit residents of Windsor Health Care for Valentine's Day. Mr. Adams reported the picnic shelter along the trail is nearly complete. He also spoke of the 20th Anniversary of the Cache La Poudre Trail, and alluded to coming summer events to celebrate this milestone. He reminded Board Members they will discuss the Conservation Easement at 59th Avenue as part of Board Action Item 3 of this evening's agenda.
- Mayor Vazquez – North Front Range/MPO
Mayor Vazquez recounted shortfalls in the MPO 2014 and 2015 budgets, stating a decision has been made to backfill funding to these projects to maintain established priorities among projects. He noted more air quality issues will be discussed in the future. Mayor Vazquez also spoke of a meeting with the State Demographer. He noted the Larimer/Weld County area is the largest growing area in the State. Ms. Melendez added Weld County is the only county in the state to show a rise in average household income. Mayor Vazquez touched on regional studies regarding freight modeling, tolling capacities and fueling price sensitivities. He reminded Board Members that Impact 64 was defeated, so other funding options will have to be identified.

5. Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

1. Minutes of the January 27, 2014 Regular Town Board Meeting – M. Lee
2. Advisory Board Appointment – P. Garcia
3. Report of Bills for January 2014 – D. Moyer
4. Resolution No. 2014-07 - A Resolution Approving An Intergovernmental Agreement Between The Town Of Windsor And The County Of Weld With Respect To The Sharing Of Costs For The County's Efforts At Increasing Distributions From The Department Of Local Affairs – I. McCargar

Mr. Baker asked if no other Weld County Municipalities choose to participate in the IGA, would Windsor pay the full price. Mr. McCargar responded they would. Mr. Baker also asked if the maximum per employee is \$50 or \$100. Mr. McCargar clarified, the cap is set on a per employee basis at \$50 regardless of which fund generated the money.

Mr. Thompson moved to approve the Consent Calendar as presented; Mr. Baker 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

1. Ordinance No. 2014-1468 – An Ordinance Designating the Park School building, 301 Walnut Street, as a Local Historic Landmark – Rachel Kline, Chairperson of the Historic Preservation Commission/applicant
Super-majority vote required for adoption on second reading
 - Second Reading
 - Quasi-judicial
 - Staff presentation: Josh Olhava, Associate Planner

Mayor Pro-Tem Melendez moved to approve Ordinance 2014-1468; Mr. Thompson seconded the motion.

Mr. Olhava reminded the Board Members this is the second reading of this Ordinance; there have been no changes since first reading.

Mayor Pro-Tem Melendez asked for clarification on the events following approval. Mr. Olhava explained, if approved, the Ordinance will be recorded with the County, which will complete the local designation process. Mr. Thompson inquired if there are plans to seek state or national designation as well. Mr. Olhava replied that could be pursued, but the Historic Preservation Commission has not taken steps in that direction at this time. Mr. Thompson requested the Board be notified if such actions are considered.

Roll call on the vote resulted as follows:

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

2. Resolution 2014-08 – Adopting Conservation Easement Stewardship Level of Service Standards
 - Legislative action
 - Staff presentation: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture

Mr. Thompson moved to approve the Resolution 2014-08; Mr. Baker seconded the motion.

Ms. Chew reviewed the Stewardship Level of Service Standards timeline to refresh the memories of Members. She added adoption of these standards will be helpful in pursuing certification with the state allowing the Town to hold Conservation Easements; staff recommends approval.

Roll call on the vote resulted as follows:

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

3. Resolution 2014-09 - Accepting a Deed of Conservation Easement on the Sheep Draw Property Located at 59th Avenue and the Poudre River in Greeley CO
 - Legislative action
 - Staff presentation: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture

Mayor Pro-Tem Melendez moved to approve the Resolution 2014-09; Mr. Thompson seconded the motion.

Ms. Chew clarified this property, known as Sheep Draw, was acquired through a partnership with the City of Greeley and GOCO. The Conservation Easement will be held jointly with Larimer County for approximately three years. Staff recommends approval, calling this the first big step in land acquisition for the Poudre River initiative.

Mayor Pro-Tem Melendez asked if this acquisition has been discussed by the Cache La Poudre Trail Board. Mr. Adams responded it has been discussed in depth, and they wholeheartedly support this step.

Mr. Baker questioned inspection procedures for the property. Ms. Chew responded the \$312,000 is budgeted for staff to inspect the property annually and prepare their report.

Roll call on the vote resulted as follows:

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

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar reviewed the events of the Colorado High School Mock Trial Competition, and thanked the residents of Weld County for hosting the competition at the Weld County Courthouse. 200+ students participated in the competition; two teams will continue on to the state competition in Golden. Judges provided the students with a look at the inner-workings of the Weld County Court system.

2. Communications from Town Staff

Ms. Chew invited Board Members to stop into Town Hall to meet Trish Chavez, the new Event Coordinator. She also told of pending office relocations within the Parks, Recreation and Culture area. She thanked Mayor Vazquez for attending the Poudre River Forum. Ms. Chew reminded Board Members of two events: 2/20 at the Art and Heritage Center celebrating the Poudre Heritage Alliance, and 2/27 at the CRC – Business Before Hours.

3. Communications from the Town Manager

Mr. Arnold reminded Members 2/17 is President's Day and there will not be a meeting that evening.

4. Communications from Town Board Members

Mayor Vazquez stated a conflict with the next Coffee with the Mayor event. Mayor Pro-Tem Melendez will attend in his place.

Mr. Adams interjected he, Ms. Melendez, and Mr. Arnold will attend the CML Legislative Workshop in Denver on 2/13. He stated past attendance at this event has been very informative and worthwhile.

E. ADJOURN

Mr. Thompson moved to adjourn; Mr. Baker seconded the motion. All members voted yes. The meeting was adjourned at 7:33 p.m.



MEMORANDUM

Date: February 24, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: Advisory Board Appointments
Item #: B.2.

Background / Discussion:

Town Board Members conducted advisory board interviews on Tuesday, February 18, 2014 and provided a recommendation of the following appointments:

Planning Commission

Steve Scheffel – 1 vacant term expiring March, 2016

Water & Sewer Board

Lee Grasmick – 1 vacant term expiring March, 2016

Financial Impact:

None.

Relationship to Strategic Plan:

1.C.

Recommendation:

Approve the recommended appointments.

Attachments:

Applications of those being recommended for appointment.



Rec'd 11/31/14
SIS

Advisory Board/Commission Application

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

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

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

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

Name of Board or Commission: Planning Commission

Name: Steve Scheffel

Address: 507 Ventana Way

Day Phone: 513 659 5052 Night Phone: _____

E-Mail Address: Scheffel Steve @ Gmail.com

How long have you been a resident in Windsor? 18 mos

Current Occupation: Business Owner Employer: Self

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

Planning Commission (as an Alternate)

Why do you want to become a member of this particular board or commission? _____

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

- 1) Controlled growth & expansion. How to expand yet maintain Windsor's unique town culture? Update vision of old town business district incorporating plans to address truck traffic & trains, encourage viable business & residential units in area, maintain new urban growth areas
- 2) Collaborative coordination with surrounding communities. Explore creation of regional planning sessions to address infrastructure issues relating to transportation, water, oil & gas exploration etc. Engender a win-win for the region, rather than 1 community win & others lose

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

currently on Planning Commission. Prior work on architectural review board in Ohio. Small business owner. Knowledge of planning, budgets

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

NONE

group decision making + Board of Directors

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

If not appointed at this time, would you be interested in serving on any other advisory boards or commissions at the Town of Windsor? If so, please list any preferences:

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

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 for assistance.

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

Signature:

Steve Schell

Date:

1/31/14



Rec'd
11/29/14
5:30

Advisory Board/Commission Application

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

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

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

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

Name of Board or Commission: WATER & SEWER BOARD

Name: LEE GRASMICK

Address: 354 SARATOGA WAY, WINDSOR, CO 80550

Day Phone: (719) 338-6475 Night Phone: (970) 460-0415

E-Mail Address: LGGRASMICK@GMAIL.COM

How long have you been a resident in Windsor? 1 YR 4 MONTHS

Current Occupation: GRADUATE STUDENT ^{SCHOOL} Employer: COLORADO STATE UNIVERSITY

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)?
YES. WINTER FARM METROPOLITAN DISTRICT #2

Why do you want to become a member of this particular board or commission? BECAUSE OF MY INTEREST IN MEETING THE BASIC NEEDS OF WINDSOR RESIDENTS

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

1) MEETING THE WATER SUPPLY NEEDS FOR A GROWING POPULATION. THE BOARD SHOULD CONSIDER GETTING INVOLVED WITH FLEX WATER MARKET LEGISLATION IN ORDER TO SECURE ADDITIONAL WATER RIGHTS.

2) COMPLYING WITH RECENT NUTRIENT REMOVAL REGULATIONS. THE BOARD SHOULD CONSIDER INEXPENSIVE TECHNIQUES TO REMOVE NUTRIENTS SUCH AS A BACTERIA AND MICROALGAE LAGOON SYSTEM.

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

BS DEGREES IN CHEMISTRY AND CIVIL ENGINEERING.
PURSuing A MS DEGREE IN CIVIL AND ENVIRONMENTAL
ENGINEERING. ENGINEERING INTERN. CERTIFIED CLASS D WATER OPERATOR.

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

NONE THAT I KNOW OF.

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

Comments: I ENJOYED THE DISCUSSION ABOUT THE NORTHERN
INTEGRATED SUPPLY PROJECT. IT SHOWS FORWARD
THINKING TO MEET THE NEED OF MUNICIPAL AND AGRICULTURE INTERESTS.

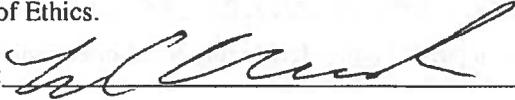
If not appointed at this time, would you be interested in serving on any other advisory boards or

commissions at the Town of Windsor? If so, please list any preferences: YES. PLANNING
COMMISSION

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

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 for assistance.

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

Signature: 

Date: 4/29/2014



MEMORANDUM

Date: February 24, 2014
To: Mayor and Town Board
Via: Carrie Knight, Art & Heritage Manager
From: Trish Chavez, Special Events Coordinator
Re: Quality Crafters Christmas in Windsor 2014 Town Sponsored Event Request
Item #: C.1.

Background/Discussion:

Quality Crafters Christmas in Windsor is a non-profit organization that provides over 100 artisans a sales outlet to sell their goods. They also give to multiple charitable causes throughout the community.

The Quality Crafters Committee is requesting Town Sponsorship with the Community Recreation Center to host the 2014 Christmas in Windsor Craft Show on November 22nd and 23rd. Included in this sponsorship would be the use of the Electronic Message Boards on the East and West Entrances into Windsor on State Highway 392.

In return for event sponsorship, the approved Town of Windsor logo is required to be present on all print material including flyers, newspaper advertisements, press releases and mentioned in any and all broadcast and web media.

These benefits can be reviewed in the attached document.

Financial Impact:

The sponsorship package is valued at \$620 per day which includes a 20% non-profit discount.

Relationship to Strategic Plan:

1.B. and 1.F.

Attachment:

Event sponsorship package information



Town-Sponsored Event Package - CRC

Town of Windsor sponsorship is only available to organizations with an approved 501-C status. All first-time applicants will be required to present their request before Town Board. Applicants requesting the Town of Windsor to sponsor their event will be given the following items in return for sponsorship. Requests above and beyond these inclusions will need to be presented and approved by Town Board. Please use the Community Recreation Center Guidelines form for any additional requests.

1. No Charge for the use of rental(s) of public hallways (Excludes All Room Rentals. Refer to the Community Recreation Center Guidelines for Room Rental Fees).
- min. value of \$200/day
2. Use of designated CRC garbage cans. - value of \$100/day
3. Use of designated CRC recycle bins - value of \$100/day
4. Use of existing CRC dumpsters – Additional dumpsters may be needed based on CRC guidelines. Organizers will be responsible to pay for the additional cost associated with the rental. - value of \$150/day
5. CRC staff to maintain the restrooms facilities during event. – value of \$100/day
6. Use of Electrical Marquee sign on east and west entrance into Windsor on 392 (based on availability) - value of \$125

Total Value- \$620/day (Value includes a 20% Non-profit Discount)

In return for event sponsorship, the approved Town of Windsor logo is required to be present on all print material including, flyers, newspaper ads, press releases and mentioned in any and all broadcast and web media.



MEMORANDUM

Date: February 24, 2014
To: Mayor and Town Board
Via: Carrie Knight, Art & Heritage Manager
From: Trish Chavez, Special Event Coordinator
Re: Harvest Festival 2014 Grant Application Request
Item #: C.2.

Background/Discussion:

Windsor Harvest Festival is a long-standing sponsored-event within the Town of Windsor. The event draws thousands of people to town and contributes directly, as well as indirectly, to the local economy.

In addition to the standard sponsorship package that they will receive, Harvest Festival has requested items that necessitate the submission of a Long Form Grant Application. The completed grant application outlines additional items that are requested.

Financial Impact:

The value of the standard sponsorship package is \$1,750.00. Additionally, Harvest Festival is requesting support in the amount of \$9,041.71 as per the attached sheet.

Relationship to Strategic Plan:

Goal 1.B

Attachments:

Long Form Grant Application
2013 Final Grant Report



Standard (Long) Form Grant Application

ORGANIZATION NAME: Windsor Harvest Festival
 MAILING ADDRESS: PO Box 595, Windsor, CO 80550
 PHYSICAL ADDRESS: _____
 ORGANIZATION DIRECTOR/PRESIDENT: Casey Johnson
 GRANT CONTACT: Casey Johnson
 DAYTIME PHONE: 970-396-9478 CELL PHONE: Same
 FAX: 970-672-2823 EMAIL: Casey@windsorharvestfest.com
 WEBSITE ADDRESS: www.windsorharvestfest.com
 FEDERAL IDENTIFICATION NUMBER: 20-1920855
 IS THE ORGANIZATION TAX EXEMPT UNDER THE PROVISIONS OF SECTION 501(c)(3)
 OF THE INTERNAL REVENUE CODE? NO, 501(c)(4)

PURPOSE OF GRANT:

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

TYPE OF AGENCY:

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

AMOUNT OF REQUEST: \$ 10,021 FISCAL YEAR END: Jan 2015

BRIEF DESCRIPTION OF REQUEST: See Attached

2013 Actual Revenues: \$ 35,727.19
 2014 Budgeted Revenues: \$ 36,000

2013 Actual Expenses: \$ 35,546.44
 2014 Budgeted Expenses: \$ 34,000

[Signature]
 Signature, Director/President

1/17/14
 Date



*Standard (Long) Form Grant Application
Checklist*

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

Insurance for the Festival (\$5,700)- Already included in town budget

Paint to mark spaces in the park (\$20)

Conference room reservation for Harvest Festival Meetings (\$330 based on availability)

Explanation for request: Town now mandates that special events have recycling, and this being a town event, the Harvest Festival Committee believes that the town should assist with these fees.

Parks Staff onsite for entire festival to do miscellaneous tasks, including but not limited to: (\$3511)

- Pick up all trash & Recycling
- Setup & Teardown of orange fencing for beer gardens at Main Park and Boardwalk Park
- ✕ Teardown of tables and chairs from Boardwalk Park and setup in Main Park Bingo and Beer Tent
- ✕ Move tables & chairs from Boardwalk Park to Main Park bingo tent
- Move Sound Shell from Boardwalk Park to Main Park Sunday Morning
- Unlock/remove access barriers in Main Park

Access to water to fill up water tanks

Permission to drive golf carts from Main Park to Chimney Park, Tozer, and Boardwalk Park during the weekend.

Waive Sales Tax fees (\$10)

Advertisement in the Link (\$150)

Creation of our Tri-Fold by Brenda Troiano (\$400)

Link on town website to the harvest festival

Grand Total: \$10,121

**Windsor Harvest Festival
Town of Windsor Grant Request
Organizational Information**

- I. **Organizational Summary**
 - a. The Windsor Harvest Festival Planners are a strictly volunteer group consisting of 1 Chairman, 1 Vice Chair, 1 Secretary/Treasurer, 1 Member at large and 12 Volunteers. Our fiscal year starts February 1 and ends January 31 of the following year. The Windsor Harvest Festival Planners is a 501(c)(4) non-profit group that has been in place since 1921.
- II. **Organizational Information**
 - a. The mission of the organization and goals are to give the town an event that everyone can come to and enjoy. Also, to give the town something to look forward to every year. We also are giving back to the community by helping small businesses with the crowds the Festival brings in, as well as a scholarship program for Windsor High School seniors.
 - b. The Harvest Festival was started in 1921 to celebrate the first paved road into Windsor that the town paid for itself. At the end of the road was a picnic to celebrate its completion, and has evolved ever since to a 3-day event over Labor Day Weekend.
 - c. The current accomplishments, financial status and governance structure are as follows:
 - i. Our accomplishments include: Each year the Festival has grown in size and attendees. We've added something new every year. The event has also provided a scholarship fund to Windsor High School Seniors. It also helps bring people to the community as well.
 - ii. Our current program consists of 2 \$1500 scholarships or 1 \$2000 scholarship (depending on funds available), distributed to Windsor High School seniors yearly.

- iii. Our financial status is stable from funds received from sponsorships and vendors. We have not changed our requested items from the Town of Windsor in over 10 years. Without these items, the Festival would have to cut several events that are included every year.
 - iv. Our Governance consists of 1) Chairperson, 1) Vice Chairperson, 1 Secretary/Treasurer, and 1) Member at-large.
 - d. Our efforts to become self-supporting consist of a sponsorship program which we receive funds from yearly, and the sale of vendor booth spaces. We also have not changed our requests from the Town in over 10 years as part of our on-going partnership.
 - e. We do not collaborate with other organizations, as Windsor Police do not have the coverage to handle other organizations if they were combined with the Festival at the same location during Labor Day weekend.
 - f. Volunteer hours estimated over the year are a total of approx. 600 hours. 220 of those hours would be over the week of the Festival (Aug 26-Sept 2, 2014).
- III. Purpose of Grant
- a. The Windsor Harvest Festival would be what the funding is for, and includes from the town: Insurance, Parks, Maintenance, Mailings, Copies, and miscellaneous town-related items (included on attached form.)
 - b. The goals and objectives are available at item II A.
 - c. Time for implementation for the Windsor Harvest Festival: 8 months.
 - d. The Windsor Harvest Festival benefits the local community in the following ways:
 - i. Increased Sales Tax revenue (in general and over the weekend)
 - ii. Residents get their holiday shopping done early
 - iii. Affects the whole town from street closures to radio announcements.
 - iv. Brings large crowds which local businesses benefit from, not just vendors in the park.

- e. For a list of all sponsors, please see the attached sponsorship list.
- f. Long-term sources/strategies for funding beyond the grant request include sponsorship agreements and vendor booth rentals as well as other miscellaneous donations.
- g. The town should provide funding to the Windsor Harvest Festival, as this is also the Town's event. Without it, the Town would have to pay more than this grant request to put the event on.
- h. We are not funded by other sources except for vendor booth rentals.

IV. Evaluation

- a. Expected results during the funding period are to pay for our insurance as well as mailings, copies, and park maintenance during the week of the event.
- b. Results are measured by a survey posted on our website as well as attendance numbers.
- c. The project's results are used to help improve future Windsor Harvest Festival weekends.
- d. The town can expect to receive a final report by January 31 of the following year.

V. Attachments

- a. Annual Budget
- b. Year to Date Financial Statements
- c. Current Year Balance Sheet
- d. Articles of Incorporation
- e. Organizational Chart
- f. Board of Directors list

Windsor Harvest Festival

2014 Board of Directors

Chairman – Casey Johnson

Vice Chair – Kathie Thomas

Secretary/Treasurer – Jessica Thompson

Member at-large – Deb Harper

5:57 PM
01/14/14
Cash Basis

Windsor Harvest Festival Planners
Profit & Loss
January through December 2013

	<u>Jan - Dec 13</u>
Ordinary Income/Expense	
Income	
Campaign Income	
Arts & Crafts	9,777.00
Attractions	1,100.00
Commercial Booths	11,509.27
Parade	1,465.00
Total Campaign Income	<u>23,851.27</u>
Contributions Income	100.00
Reimbursed Expenses	95.92
Sponsorships	11,680.00
Total Income	<u>35,727.19</u>
Expense	
Automobile Expense	175.11
Bank Service Charges	267.23
Dues and Subscriptions	29.99
Licenses and Permits	
City Sales Tax	1,719.90
Total Licenses and Permits	<u>1,719.90</u>
Miscellaneous	
Advertising	4,341.78
Attractions	257.80
Barbecue	58.36
Entertainment	6,850.00
Fireworks	5,800.00
Food Booths	1,102.50
Pageant - Scholarships	-100.00
Parade	943.44
Scholarship	50.00
Total Miscellaneous	<u>19,303.88</u>
Office Supplies	442.60
Park Expenses	
Golf Cart Rental	870.00
Power	682.00
Seating Rental	1,518.44
Security	2,628.00
Tools	21.80
Trash	1,059.00
Park Expenses - Other	4,698.69
Total Park Expenses	<u>11,477.93</u>
Postage and Delivery	304.65
Professional Fees	50.00
Rent	734.15
Scholarship Payout	2,650.00
Travel & Ent	
Meats	1,141.00
Total Travel & Ent	<u>1,141.00</u>
Total Expense	<u>38,296.44</u>
Net Ordinary Income	<u>-2,569.25</u>

5:57 PM
01/14/14
Cash Basis

Windsor Harvest Festival Planners
Profit & Loss
January through December 2013

	<u>Jan - Dec 13</u>
Other Income/Expense	
Other Income	
Other Income	
City Sales Tax Collection	640.00
Total Other Income	<u>640.00</u>
Total Other Income	<u>640.00</u>
Net Other Income	<u>640.00</u>
Net Income	<u><u>-1,929.25</u></u>

6:05 PM
01/14/14
Cash Basis

Windsor Harvest Festival Planners
Balance Sheet
As of January 14, 2014

	<u>Jan 14, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Chase	1,948.14
Checking	40.00
Scholarship Savings	<u>100.00</u>
Total Checking/Savings	2,088.14
Accounts Receivable	
Accounts Receivable	<u>-6.40</u>
Total Accounts Receivable	-6.40
Total Current Assets	<u>2,081.74</u>
TOTAL ASSETS	<u><u>2,081.74</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	21,175.51
Retained Earnings	<u>-19,093.77</u>
Total Equity	<u>2,081.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,081.74</u></u>

Windsor Harvest Festival Planners
Profit & Loss Budget Overview
 January through December 2013

8:07 PM
 01/14/14
 Cash Basis

	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13
Ordinary Income/Expense						
Income						
Campaign Income	0.00	0.00	0.00	0.00	660.00	795.00
Arts & Crafts	0.00	0.00	0.00	0.00	0.00	0.00
Attractions	0.00	0.00	0.00	0.00	540.00	810.00
Commercial Booths	0.00	0.00	0.00	0.00	0.00	0.00
Food Booths	0.00	0.00	0.00	0.00	0.00	450.00
Parade	0.00	0.00	0.00	0.00	0.00	0.00
Campaign Income - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Campaign Income	0.00	0.00	0.00	0.00	1,200.00	2,055.00
Miscellaneous Income	0.00	0.00	0.00	0.00	12.95	0.00
Reimbursed Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Sponsorships	0.00	0.00	0.00	0.00	2,970.00	5,000.00
Uncategorized Income	0.00	0.00	0.00	0.00	45.00	0.00
Total Income	0.00	0.00	0.00	0.00	4,227.95	7,055.00
Expense						
Automobile Expense	0.00	0.00	50.00	0.00	0.00	0.00
Bank Service Charges	27.95	27.95	27.95	27.95	93.35	10.87
Cash Discounts	0.00	0.00	0.00	0.00	0.00	0.00
Contributions	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00	0.00	0.00
Barbecue	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Entertainment	0.00	0.00	0.00	0.00	0.00	0.00
Fireworks	0.00	0.00	0.00	0.00	0.00	0.00
Parade	0.00	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	24.99	0.00	0.00	0.00
Park Expenses	0.00	0.00	0.00	0.00	0.00	452.75
Postage and Delivery	0.00	0.00	0.00	0.00	6.60	0.00
Professional Fees	0.00	0.00	0.00	0.00	300.00	0.00
Accounting	0.00	0.00	0.00	0.00	0.00	0.00
Professional Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Professional Fees	0.00	0.00	0.00	0.00	300.00	0.00
Scholarship Payout	1,500.00	0.00	850.84	0.00	0.00	0.00

**Windsor Harvest Festival Planners
Profit & Loss Budget Overview
January through December 2013**

8:07 PM
01/14/14
Cash Basis

	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13
Travel & Ent						
Meals	0.00	0.00	0.00	0.00	0.00	0.00
Total Travel & Ent	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	1,527.95	27.95	953.78	27.95	399.95	463.62
Net Ordinary Income	-1,527.95	-27.95	-953.78	-27.95	3,828.00	6,591.38
Other Income/Expense						
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
City Sales Tax Collection	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-1,527.95	-27.95	-953.78	-27.95	3,828.00	6,591.38

Windsor Harvest Festival Planners
Profit & Loss Budget Overview
 January through December 2013

6:07 PM
 01/14/14
 Cash Basis

	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13
Travel & Ent						
Meals	0.00	0.00	0.00	381.72	0.00	0.00
Total Travel & Ent	0.00	0.00	0.00	381.72	0.00	0.00
Total Expense	2,963.69	5,626.97	15,746.05	650.94	200.00	5,442.98
Net Ordinary Income	3,921.31	7,539.03	-13,509.55	-590.78	-200.00	-5,442.98
Other Income/Expense						
Other Income						
Other Income						
City Sales Tax Collection	0.00	0.00	1,822.74	0.00	0.00	0.00
Total Other Income	0.00	0.00	1,822.74	0.00	0.00	0.00
Total Other Income	0.00	0.00	1,822.74	0.00	0.00	0.00
Net Other Income	0.00	0.00	1,822.74	0.00	0.00	0.00
Net Income	3,921.31	7,539.03	-11,686.81	-590.78	-200.00	-5,442.98

**Windsor Harvest Festival Planners
Profit & Loss Budget Overview
January through December 2013**

6:07 PM
01/14/14
Cash Basis

	<u>TOTAL</u>
	<u>Jan - Dec 13</u>
Ordinary Income/Expense	
Income	
Campaign Income	
Arts & Crafts	6,610.00
Attractions	1,571.50
Commercial Booths	5,665.00
Food Booths	3,600.00
Parade	2,395.00
Campaign Income - Other	1,103.00
Total Campaign Income	20,941.50
Miscellaneous Income	12.95
Reimbursed Expenses	60.16
Sponsorships	12,570.00
Uncategorized Income	45.00
Total Income	33,629.61
Expense	
Automobile Expense	186.60
Bank Service Charges	264.84
Cash Discounts	900.00
Contributions	150.00
Miscellaneous	
Advertising	1,626.00
Barbecue	58.36
Donation	209.27
Entertainment	5,732.58
Fireworks	5,700.00
Parade	1,211.49
Total Miscellaneous	14,537.70
Office Supplies	346.03
Park Expenses	10,008.32
Postage and Delivery	132.04
Professional Fees	
Accounting	300.00
Professional Fees - Other	1,872.74
Total Professional Fees	2,172.74
Scholarship Payout	5,350.84

**Windsor Harvest Festival Planners
Profit & Loss Budget Overview
January through December 2013**

6:07 PM
01/14/14
Cash Basis

	TOTAL
	Jan - Dec '13
Travel & Ent Meals	381.72
Total Travel & Ent	381.72
Total Expense	34,030.83
Net Ordinary Income	-401.22
Other Income/Expense	
Other Income	
Other Income	
City Sales Tax Collection	1,822.74
Total Other Income	1,822.74
Total Other Income	1,822.74
Net Other Income	1,822.74
Net Income	1,421.52

Windsor Harvest Festival Planners
Transaction Detail by Account
 January through December 2013

6:10 PM
 01/14/14
 Cash Basis

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Sponsorships									
Deposit	04/22/2013	1405		Basic Sporns...		Chase	100.00	100.00	100.00
Deposit	04/22/2013	1961		Basic Sporns...		Chase	100.00	100.00	200.00
Deposit	04/22/2013	1198	Windsor Smiles Ort...	Iron Sponsor...		Chase	250.00	250.00	450.00
Deposit	04/22/2013	14961	King Surveyors	Basic Sporns...		Chase	100.00	100.00	550.00
Deposit	04/22/2013	44824	Inland Lake Marine ...	Iron Sponsor...		Chase	250.00	250.00	800.00
Deposit	05/06/2013		Secretary of State	Basic Sporns...		Chase	100.00	100.00	900.00
Deposit	05/13/2013	2652...		Basic Sporns...		Chase	100.00	100.00	1,000.00
Deposit	05/20/2013	20713	King Soopers	Bronze Sporn...		Chase	500.00	500.00	1,500.00
Deposit	05/21/2013	20713		Basic Sporns...		Chase	100.00	100.00	1,600.00
Deposit	06/03/2013	1301...	Poudre Valley REA	Fireworks Sp...		Chase	1,000.00	1,000.00	2,600.00
Deposit	06/03/2013	28716	Spredley Barr Ford	Silver Sponsor		Chase	1,000.00	1,000.00	3,600.00
Deposit	06/10/2013	29375	Ehrlich Toyota	Platinum Spo...		Chase	5,000.00	5,000.00	8,600.00
Deposit	07/01/2013	2842	Secretary of State	Iron Sponsor...		Chase	250.00	250.00	8,850.00
Deposit	07/23/2013	7581		Iron Sponsor...		Chase	250.00	250.00	9,100.00
Deposit	07/23/2013	1471		Iron Sponsor...		Chase	250.00	250.00	9,350.00
Deposit	08/08/2013			Deposit Paye...		Chase	1,410.00	1,410.00	10,760.00
Deposit	08/23/2013			Sponsorships		Chase	920.00	920.00	11,680.00
Total Sponsorships							11,680.00	11,680.00	11,680.00
TOTAL							11,680.00	11,680.00	11,680.00



Colorado Secretary of State
Date and Time: 04/24/2009 05:58 PM
ID Number: 20091230724

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\$50.00

Document number: 20091230724
Amount Paid: \$50.00

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copies of filed documents,
visit www.sos.state.co.us and
select Business Center.

ABOVE SPACE FOR OFFICE USE ONLY

Articles of Incorporation for a Nonprofit Corporation
filed pursuant to § 7-122-101 and § 7-122-102 of the Colorado Revised Statutes (C.R.S.)

1. The domestic entity name for the nonprofit corporation is
Windsor Harvest Festival Planners

(Caution: The use of certain terms or abbreviations are restricted by law. Read instructions for more information.)

2. The principal office address of the nonprofit corporation's initial principal office is

Street address 250 N 11th St
(Street number and name)

Windsor CO 80550
(City) (State) (ZIP/Postal Code)
United States
(Province if applicable) (Country)

Mailing address
(Leave blank if same as street address)

PO Box 595
(Street number and name or Post Office Box information)

Windsor CO 80550
(City) (State) (ZIP/Postal Code)
United States
(Province if applicable) (Country)

3. The registered agent name and registered agent address of the nonprofit corporation's initial registered agent are

Name
(if an individual) Johnson Casey
(Last) (First) (Middle) (Suffix)

OR

(if an entity)
(Caution: Do not provide both an individual and an entity name.)

Street address 1231 103rd Ave
(Street number and name)

Greeley CO 80634
(City) (State) (ZIP Code)

Mailing address
(leave blank if same as street address) PO Box 595
(Street number and name or Post Office Box information)

Windsor CO 80550
(City) (State) (ZIP Code)

(The following statement is adopted by marking the box.)

The person appointed as registered agent above has consented to being so appointed.

4. The true name and mailing address of the incorporator are

Name
(if an individual) _____
(Last) (First) (Middle) (Suffix)

OR

(if an entity) Town of Windsor
(Caution: Do not provide both an individual and an entity name.)

Mailing address 301 Walnut St
(Street number and name or Post Office Box information)

Windsor CO 80550
(City) (State) (ZIP/Postal Code)

United States
(Province -- if applicable) (Country)

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

The corporation has one or more additional incorporators and the name and mailing address of each additional incorporator are stated in an attachment.

5. *(If the following statement applies, adopt the statement by marking the box.)*

The nonprofit corporation will have voting members.

6. *(The following statement is adopted by marking the box.)*

Provisions regarding the distribution of assets on dissolution are included in an attachment.

7. *(If the following statement applies, adopt the statement by marking the box and include an attachment.)*

This document contains additional information as provided by law.

8. *(Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)*

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)

The delayed effective date and, if applicable, time of this document is/are 01/01/2009 12:00 AM
(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

9. The true name and mailing address of the individual causing the document to be delivered for filing are

Johnson	Casey		
<small>(Last)</small>	<small>(First)</small>	<small>(Middle)</small>	<small>(Suffix)</small>
1231 103rd Ave			
<small>(Street number and name or Post Office Box information)</small>			
<hr/>			
Greeley	CO	80634	
<small>(City)</small>	<small>(State)</small>	<small>(ZIP/Postal Code)</small>	
	United States		
<small>(Province - if applicable)</small>	<small>(Country)</small>		

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

- This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

WINDSOR HARVEST FESTIVAL PLANNERS

PO BOX 595

WINDSOR, CO 80550

Extraction from Articles of Incorporation – Dissolution Clause

On dissolution or final liquidation of the corporation, its assets shall be distributed as follows:

- (1) All liabilities shall be paid and discharged, or adequate provision for payment and discharge shall be made.
- (2) Assets held on condition requiring return or transfer on dissolution of the corporation shall be returned or transferred as required by the condition.
- (3) Assets received and held subject to a limitation permitting use only for charitable, religious, benevolent, educational, or similar purposes, but not held on a condition requiring return or transfer on dissolution of the corporation, shall be transferred to one or more appropriate domestic or foreign corporations, societies, or organizations under a plan of distribution adopted as provided in this chapter.
- (4) Other assets shall be distributed as provided by the articles of incorporation or bylaws to the extent that the articles or bylaws provide the distributive rights of members, or any class of members, or provide for distribution to others.
- (5) Any remaining assets may be distributed to persons, societies, organizations, or domestic or foreign corporations engaged in activities not for profit, as provided in a plan of distribution adopted by the council of administration of the corporation and in compliance with the constitution and bylaws of the corporation.

**BYLAWS
of the
Windsor Harvest Festival Planners**

ARTICLE 1 – NAME

The name of this organization is the “Windsor Harvest Festival Planners”

ARTICLE 2 – MISSION AND PURPOSE

To provide a community oriented special event for the Town of Windsor and its surrounding communities.

ARTICLE 3 – MEMBERSHIP

Membership to the Windsor Harvest Festival is open to any person who supports the mission and the purpose of the organization and agrees to abide by its bylaws and articles of incorporation.

ARTICLE 4 – MEETINGS

Meetings during the months of March through May are held on the second Monday of the month at 6:00 p.m. In June and July the meetings are held on the second and fourth Mondays of the month at 6:00 p.m. In August the meetings are held every Monday of the month at 6:00 p.m. Members must be in attendance to all meetings unless permission is granted by the Chairperson.

ARTICLE 5 – OFFICERS AND BOARD OF TRUSTEES

Section 1. The five officers will consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and one Member at Large. These officers are elected for a term of one year beginning January 1 and ending December 31.

Section 2. The officers and directors will constitute the Board of Trustees.

Section 3. Duties of the officers are:

- A. First Trustee – Chairperson, Casey Johnson
The Chairperson will have supervision of the committee; preside over general and special meetings; be a member of all committees; appoint chair people as deemed necessary; be in partnership with the Town of Windsor and act as a liaison between the committee and the town boards; and give a yearly report to the town board.
- B. Second Trustee – Vice Chairperson, Kathie Thomas
The Vice Chairperson will perform the duties of an absent Chairperson.

- C. Third Trustee – Secretary,
The Secretary is responsible for taking minutes of all meetings; handling correspondence; sending minutes to all absent trustees before the following meeting; see that publicity is given to area news media concerning the organization.
- D. Fourth Trustee – Treasurer, Jessica Thompson
The Treasurer will be in charge of all funds of the committee; make a monthly report to the committees and trustees and an annual report for the committee.
- E. Fifth Trustee – Member at Large, Deb Harper
The Member at Large assists the other officers of the committee in making decisions on behalf of the committee and performs duties as directed.

ARTICLE 6 – ELECTIONS

Section 1. All officers are elected by a plurality of votes cast by secret ballot at the annual end of the year meeting. Any candidate for election must be an active member(attending all required meetings).

Section 2. In the event of resignation or incapacity of any officer except Chairperson, the vacancy may be filled by a vote of the Board of Trustees for the unexpired term of office. In the event of a Chairperson vacancy, the Vice Chairperson shall assume the duties of the Chairperson for the remainder of the term or office.

ARTICLE 7 – COMMITTEE BUDGET

All Harvest Festival expenses over \$50 must be approved by the committee.

ARTICLE 8 – COMMITTEES

- A. Amusement Rides
- B. Promotions/Marketing
- C. Queen Pageant
- D. BBQ
- E. Home and Garden Show
- F. Entertainment
- G. Commercial Booths
- H. Arts & Crafts Booths
- I. Food Booths
- J. Kiddie Parade
- K. Parade – Grand Marshall's
- L. Security/Police
- M. Rentals
- N. Beer Garden/License

ARTICLE 8 - AMENDMENT

The bylaws may be amended at any regular meeting by a two-thirds vote of those voting, providing notice was given at the previous meeting. Or, it may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote. All proposed amendments must be submitted in writing.

ARTICLE 9 - DISTRIBUTION OF ASSETS ON DISSOLUTION

On dissolution or final liquidation of the corporation, its assets shall be distributed as follows:

- (1) All liabilities shall be paid and discharged, or adequate provision for payment and discharge shall be made.
- (2) Assets held on condition requiring return or transfer on dissolution of the corporation shall be returned or transferred as required by the condition.
- (3) Assets received and held subject to a limitation permitting use only for charitable, religious, benevolent, educational, or similar purposes, but not held on a condition requiring return or transfer on dissolution of the corporation, shall be transferred to one or more appropriate domestic or foreign corporations, societies, or organizations under a plan of distribution adopted as provided in this chapter.
- (4) Other assets shall be distributed as provided by the articles of incorporation or bylaws to the extent that the articles or bylaws provide the distributive rights of members, or any class of members, or provide for distribution to others.
- (5) Any remaining assets may be distributed to persons, societies, organizations, or domestic or foreign corporations engaged in activities not for profit, as provided in a plan of distribution adopted by the council of administration of the corporation and in compliance with the constitution and bylaws of the corporation.

Amended Additional Requests for Harvest Festival 2014

REQUEST	COST
Insurance for Harvest Festival	\$4,414.71
Meeting room reservation at CRC for Harvest Festival Meetings (2 hrs. /meeting and \$30/hr.) To include dates below: March 4, 2014 April 1, 2014 May 6, 2014 June 3, 2014 July 1, 2014 July 22, 2014 August 5, 2014	\$336
Parks staff onsite for entire festival Duties to include: <ul style="list-style-type: none"> • Pick up all trash & recycling • Provide the Event Organizer with rope and pole fencing for Beer Gardens at Main Park and Boardwalk Park • Move sound stage from Boardwalk Park to Main Park Sunday morning • Unlock/remove access barriers in Main Park 	\$3,511
Waive Sales Tax Application Fee	\$10
Paint to mark vendor spaces in Main Park	\$20
Advertisement in The Link	\$150
Creation of the Harvest Festival tri-fold brochure by Brenda Troiano	\$400
Access to water to fill up water tanks	\$0
Permission to drive golf carts from Main Park to Chimney Park, Tozer and Boardwalk Park throughout weekend	\$0
Link on Town of Windsor website to the Harvest Festival website	\$0
Teardown and Setup to be fulfilled by the event rental company	\$200
	TOTAL \$9,041.71



COMMUNITY GRANT PROGRAM

FINAL REPORT



Town of Windsor Grant Final Report Cover Sheet for Short & Long Form

ORGANIZATION NAME: Windsor Harvest Festival Planners
MAILING ADDRESS: PO Box 595, Windsor, CO 80550
PHYSICAL ADDRESS: 374 Saratoga Way, Windsor, CO 80550
ORGANIZATION DIRECTOR/PRESIDENT: Casey Johnson
GRANT CONTACT: Casey Johnson
DAYTIME PHONE: 970-674-2899 **CELL PHONE:** 970-396-9478
FAX: 970-672-2823 **EMAIL:** casey@windsorharvestfest.com
WEBSITE ADDRESS: <http://www.windsorharvestfest.com>
FEDERAL IDENTIFICATION NUMBER: 20-1920855
AMOUNT REQUESTED: \$ 9,760 **AMOUNT GRANTED:** \$ 9,760
FISCAL YEAR END: January 31
DATES COVERED BY THIS GRANT: From 02/01/2013 To 01/31/2014

BRIEF DESCRIPTION OF REQUEST:

The purpose of this grant is to provide in-kind funding assistance for the Windsor Harvest Festival in 2013. The major parts to this funding include insurance for the event, and parks staff assistance.

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

Casey Johnson
Signature, Director/President

Digitally signed by Casey Johnson
DN: cn=Casey Johnson, o=Windsor Harvest Festival, ou=WT,
email=Casey@windsorharvestfest.com, c=US
Date: 2014.02.01 22:51:44 -0700

1/31/2014
Date



2013 Windsor Harvest Festival Planners Final Report January 31, 2014

I. Narrative

A. Results/Outcomes

1. Describe the progress made toward the stated goals and objectives related to this specific grant. Include the goals and objectives stated from your grant application in the response.

- **Response:** *Original goals/objectives:* The mission of the organization and goals are to give the town an event that everyone can come to and enjoy. Also, to give the town something to look forward to every year. We also are giving back to the community by helping small businesses with the crowds the Festival brings in, as well as a scholarship program for Windsor High School seniors.
- *Progress made:* The Windsor Harvest Festival Planners were again successful in providing a very popular, fun-filled town event. With over \$2000 in sales tax funds going back to Windsor, the organization feels that we were very successful with the promotion and planning of this event, among the countless other businesses in town that thrived on the large crowds that come from miles around for this event every year.

2. What difference did this grant make in the community and for those affected by the grant? Discuss the evidence of effect (i.e. numbers served, demographic information, survey results, etc.)

- **Response:** This grant provided insurance for the festival, a meeting place for the festival committee to plan a great event, park staff to help with the event logistics, and various advertising and logistical fee waivers. With this grant's assistance, the Harvest Festival created another event that the town thrived on from the return of over \$2000 in sales tax funds, to an estimated 20,000 visitors to the town. This helped improve business sales over the weekend, and provided the opportunity to visit Windsor and boast what a great town it is to work, live, and play.

3. Were there any unanticipated results, either positive or negative? If yes, please describe the implications.

- **Response:** There were no unanticipated results.

4. Describe collaborations, if any, related to the work funded by this grant and how it impacted your efforts.

- **Response:** The Windsor Harvest Festival Planners collaborated with Chief Michaels and the police staff, as well as the town liaison, and other county and state officials. This made it very easy to put on a quality festival for the town as those individuals were well aware of the positive impact the town receives from this festival.

5. Did any external or environmental factors affect the achievement of your project/program or organizational goals? If yes, how did you address those issues?

- **Response:** No, there were no external or environmental factors that had an effect on the festival.

6. If you will be continuing with the project or program, what are the plans for sustaining or expanding along with a future funding plan? If the project/program is being discontinued, what factors led to that decision?

- **Response:** The Windsor Harvest Festival isn't going anywhere anytime soon. We plan to keep this festival around for many more years. We make it an effort each year to at least bring one new activity to the festival, as well as rotate through vendors to bring the largest financial and social impact to the town that we can. We will continue to solicit sponsorships, as well as donations and booth and parade entry fees to keep our funding on track each year.

II. Financials

A. Include your organizational budget or program budget (revenue and expenses).

1. Itemize expenditures covered by grant and amount actually spent.

- **Response:** See attached funding sheet that was passed by Town Board in early 2013. These expenditures did not differ from our original request that we are aware of.

2. If there were any major variances in the original budget submitted, please explain.

- **Response:** There were no major variances in the original budget submitted.

B. If you are not a 501(c)(3), include copies of all receipts for expenses.

- **Response:** We were not provided with receipts as this was an in-kind grant funding.

Amended Additional Requests for Harvest Festival 2013

REQUEST	COST
Insurance for Harvest Festival	\$5700
Meeting room reservation at CRC for Harvest Festival Meetings (2 hrs/meeting and \$30/hr) To include dates below: March-03.07.13 April-04.02.13 May-05.07.13 June-06.04.13 July-07.02.13, 07.16.13 August-08.06.13, 08.20.13	\$480
Parks staff onsite for entire festival Duties to include: <ul style="list-style-type: none"> ▪ Pick up all trash & recycling ▪ Setup and teardown of orange fencing for beer gardens at Main Park and Boardwalk Park ▪ Move tables and chairs from Boardwalk Park to Main Park Bingo Tent ▪ Move sound stage from Boardwalk Park to Main Park Sunday morning ▪ Unlock/remove access barriers in Main Park 	\$3000
Waive Sales Tax Application Fee	\$10
Paint to mark vendor spaces in Main Park	\$20
Advertisement in The Link	\$150
Creation of the Harvest Festival tri-fold brochure by Brenda Troiano	\$400
Access to water to fill up water tanks	\$0
Permission to drive golf carts from Main Park to Chimney Park, Tozer and Boardwalk Park throughout weekend	\$0
Link on Town of Windsor website to the Harvest Festival website	\$0
Recommended funding	TOTAL \$9,760



MEMORANDUM

Date: February 24, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Josh Olhava, Associate Planner
Subject: Site Plan Presentation – Great Western Industrial Park, Eighth Filing, Lot 3, –
Cargill Metals – 31825 Great Western Drive – Briggs Anderson, Cargill Inc.,
applicant/ Michael Bray, dcb construction company inc., applicant's
representative
Location: 31825 Great Western Drive
Item #s: C.3

Background:

The applicant, Mr. Briggs Anderson, Cargill Inc., represented by Mr. Michael Bray of dcb construction company, is proposing a new building in the Heavy Industrial (I-H) zoning district in the Great Western Industrial Park south of Eastman Park Drive and west of Great Western Drive. The new building will house Cargill Metals Supply Chain, which serves as a 'Steel Service Center'.

The proposed building will be approximately 60,000 square feet in size and is expected to create between 15 and 25 new jobs within the first three years of operation. The majority of the steel coils used in production will arrive via rail to be processed and cut to order into steel sheet and plate products that will be distributed via commercial trucks. Overall traffic impacts are anticipated to be 8-10 rail cars per week and approximately 30 commercial trucks per week. This site will also serve as a distribution center for steel sheet and plate products produced in Illinois and Oklahoma.

Additionally, this Site Plan was presented to the Planning Commission at their February 19, 2014 regular meeting. No concerns or comments were raised by the Planning Commission.

Staff is also administratively reviewing a minor subdivision for the site in conjunction with the site plan. The current presentation is intended for the Town Board's information. Should the Town Board have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be conveyed to the applicant and their consultant(s). The site plan will be approved administratively through the Town's Qualified Commercial and Industrial Site Plan process.

Conformance with Comprehensive Plan: The application is consistent with the following Commercial and Industrial goals and policies of the Comprehensive Plan:

Goals:

1. *All commercial and industrial development should provide a safe, aesthetically-appealing and healthy environment which does not have adverse impacts on surrounding areas.*
3. *Windsor should continue to encourage and promote commercial and industrial development, redevelopment and expansions in order to strengthen its tax base,*

increase revenue sources, and provide high-quality employment opportunities for its residents.

Policies:

6. *All commercial and industrial site plans should provide landscaping plans for the exterior portions of the buildings, walkways, parking lots, and street frontages; develop specific landscaping regulations and requirements to implement this policy.*
10. *Encourage employment centers to locate in areas where traffic generation and environmental impacts will have the least impact on adjacent areas, and where connections to existing economic activity can be maximized.*

Conformance with Vision 2025: The proposed application is consistent with Goal 3 (Grow and Diversify the Windsor economy) elements of the Vision 2025 document, and the chapter on Economic Vitality.

Notification: No notifications as this item is for presentation purposes

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

Enclosures: application materials
site plan narrative
staff PowerPoint

pc: Briggs Anderson, Cargill Inc., applicant
Michael Bray, dcb construction company inc., applicant's representative

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*: Great Western Industrial Park 8th Filing, Lot 4, Block 2 - Cargill Metals

LEGAL DESCRIPTION*: Great Western Industrial Park 8th Filing, Lot 4, Block 2

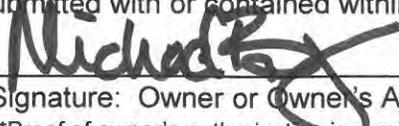
PROPERTY ADDRESS (if available): 31825 Great Western Drive

PROPERTY OWNER (APPLICANT):	
Owner's Name(s)*: <u>Briggs Anderson</u>	
Company: <u>Cargill Incorporated</u>	
Address*: <u>120 NE Frontage Road, Unit C</u>	
Primary Phone #*: <u>970-484-1535</u>	Secondary Phone #: _____
Fax #*: _____	E-Mail*: <u>Briggs_Anderson@Cargill.com</u>

OWNER'S AUTHORIZED REPRESENTATIVE:	
Representative's Name: <u>Michael Bray</u>	
Company: <u>dcb construction company, inc.</u>	
Address: <u>909 East 62nd Avenue, Denver, CO 80216</u>	
Primary Phone #: <u>303-287-5525</u>	Secondary Phone #: _____
Fax #: <u>303-287-3697</u>	E-Mail: <u>mbray@dcb1.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.



12/30/2013

Signature: Owner or Owner's Authorized Representative**

Date

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

Michael Bray

Print Name(s)



November 14, 2013

RE: Cargill Metals Supply Chain (Steel Service Center)
Colorado Green-field Overview

CMSC first opened a distribution depot in the region in 2011, retrofitting an 18,000-square-foot leased facility in Fort Collins. Continuing growth in the manufacturing, as well as the recent development of the shale oil industry in this part of the U.S. has created greater demand for steel products across many market segments that our business serves.

To accommodate this growth and allow for us to better serve our customers in the Western US, we are proposing to build a 60,000-square-foot, rail served, steel processing and distribution facility in Windsor, Colorado. Construction of the green-field plant in Windsor, Colorado's Great Western Industrial Park, is scheduled to begin in early 2014.

By locating in Northern Colorado, which is in the heart of one of the largest oil shale formations in the U.S., CMSC expects to be able to offer its customers significant savings through reduced shipping costs and other unique supply chain efficiencies. Current depot operations in Fort Collins will be consolidated into the new Windsor processing facility upon its completion.

The new plant will process hot rolled steel coils into cut-to-length steel sheet and plate products in thicknesses from 16 gauge (.054") up to 1/2", in widths from 48" to 72" wide, in standard and custom lengths for customers in 15 Western and Midwestern states. It will also serve as a distribution center for laser quality, ultra-flat RPS[®] steel product produced at CMSC's Granite City, IL facilities and hot rolled cut-to-length sheet and plate from Port of Catoosa, OK facility. During the first year of operation, the new facility is expected to create up to 15 new jobs; by year three, that number is projected to grow up to 25.

The building will house a Delta cut-to-length line (CTL) along with 3 overhead bridge cranes capable of handling hot rolled steel coils, sheets and plates within the confines of the building.

A majority of our inbound steel will arrive via rail at a rate that will generally equate to 8-10 rail cars per week. These will arrive in conjunction with already existing train service into the area.

A majority of our outbound shipments will be via commercial truck carriers and will equate to approximately 30 trucks per week.

Building structure will be steel-on-steel building consisting of two a joining bays along with 3,500ft² of office space in keeping and consistent with expected aesthetics in the park.



SITE PLAN PRESENTATION

GREAT WESTERN INDUSTRIAL PARK SUBDIVISION, EIGHTH FILING, LOT 3

**CARGILL METALS
31825 GREAT WESTERN DRIVE**

**Josh Olhava, Associate Planner
February 24, 2014**

Town Board

Item C.3



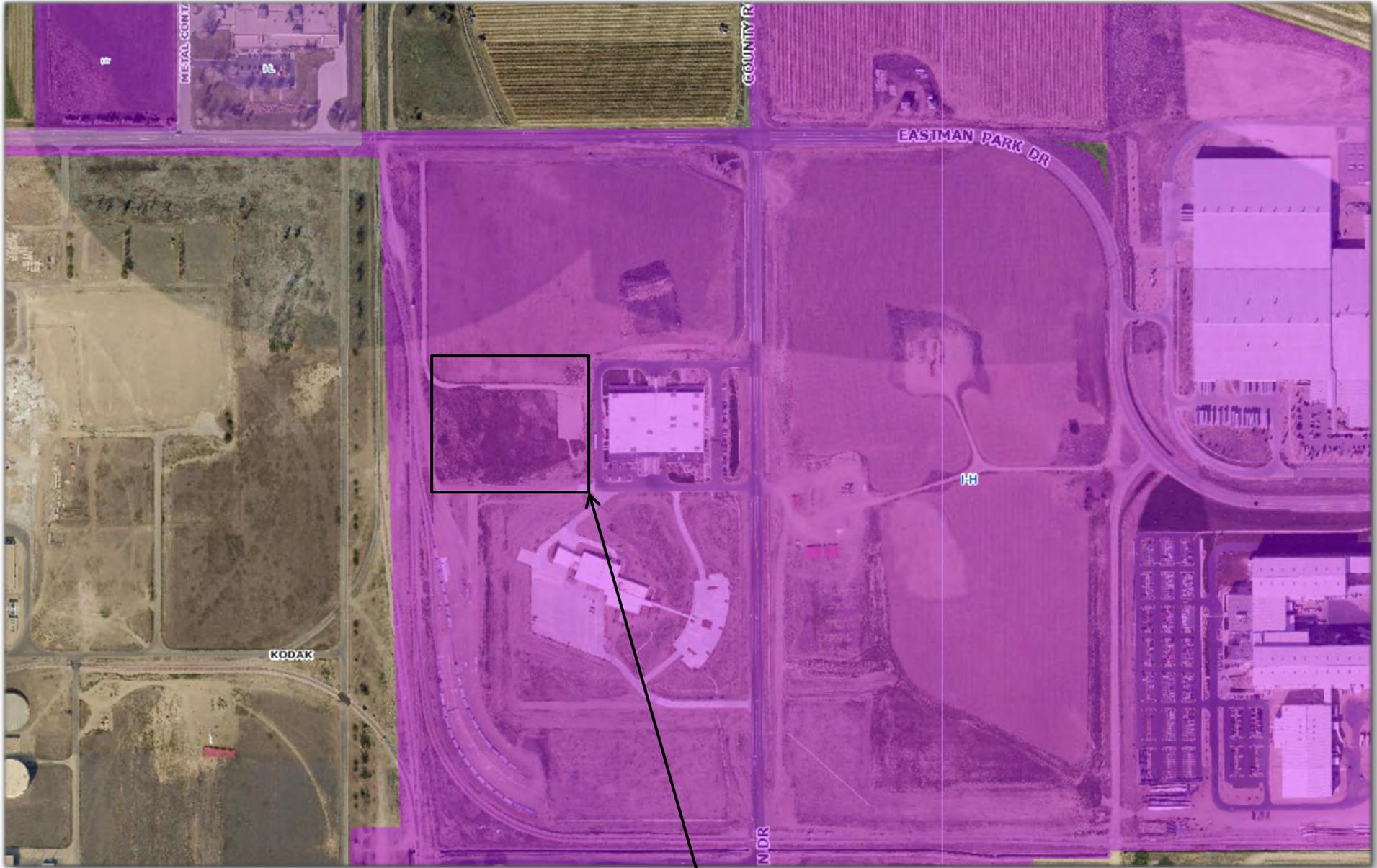
QUALIFIED COMMERCIAL & INDUSTRIAL SITE PLAN

Article IX of Chapter 17 of the Municipal Code outlines the purposes of the Qualified Commercial & Industrial Site Plan process such that:

Sec. 17-9-10. Intent and Purpose

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

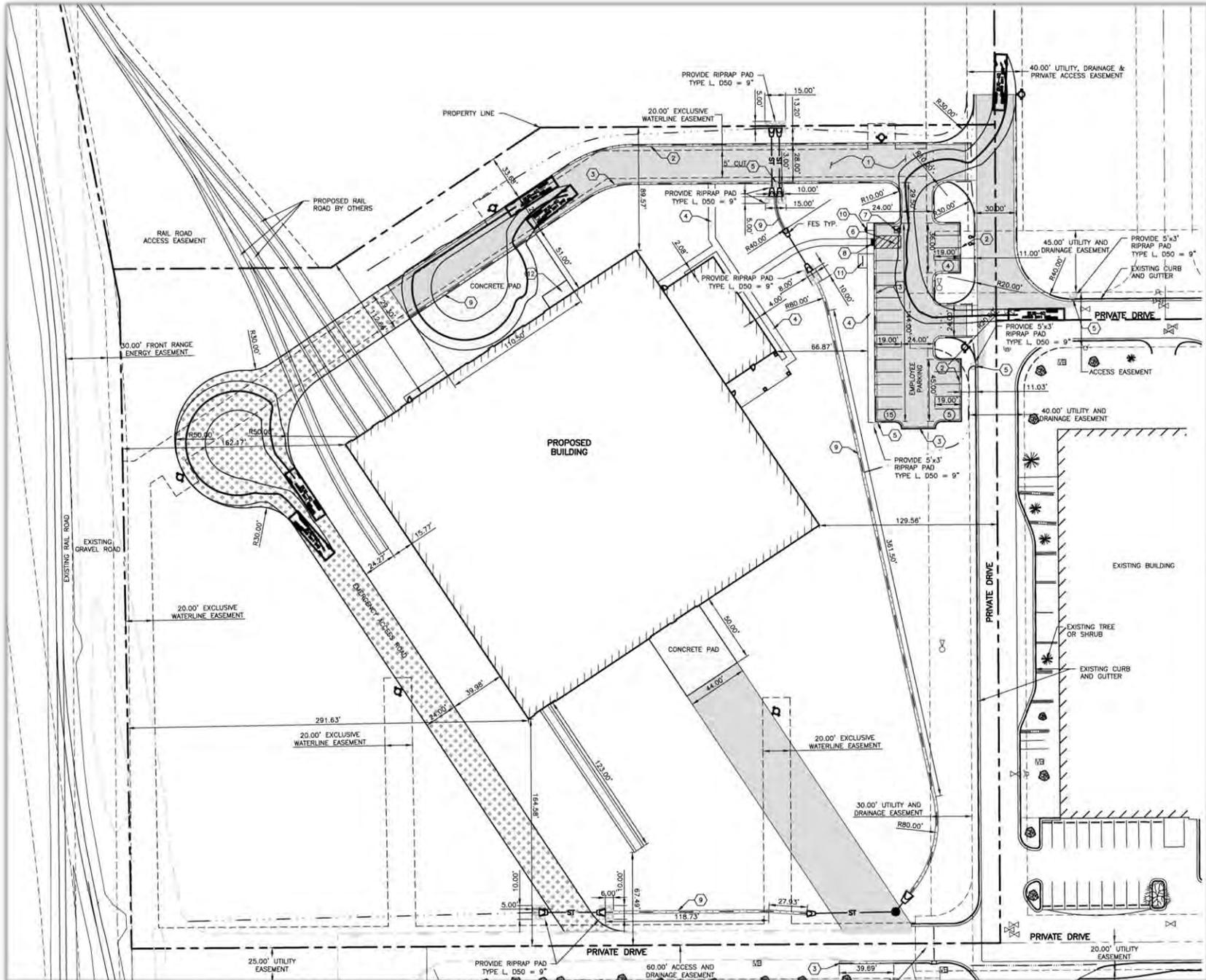
SITE PROXIMITY ZONING MAP



Site Location – Zoned Heavy Industrial (I-H)

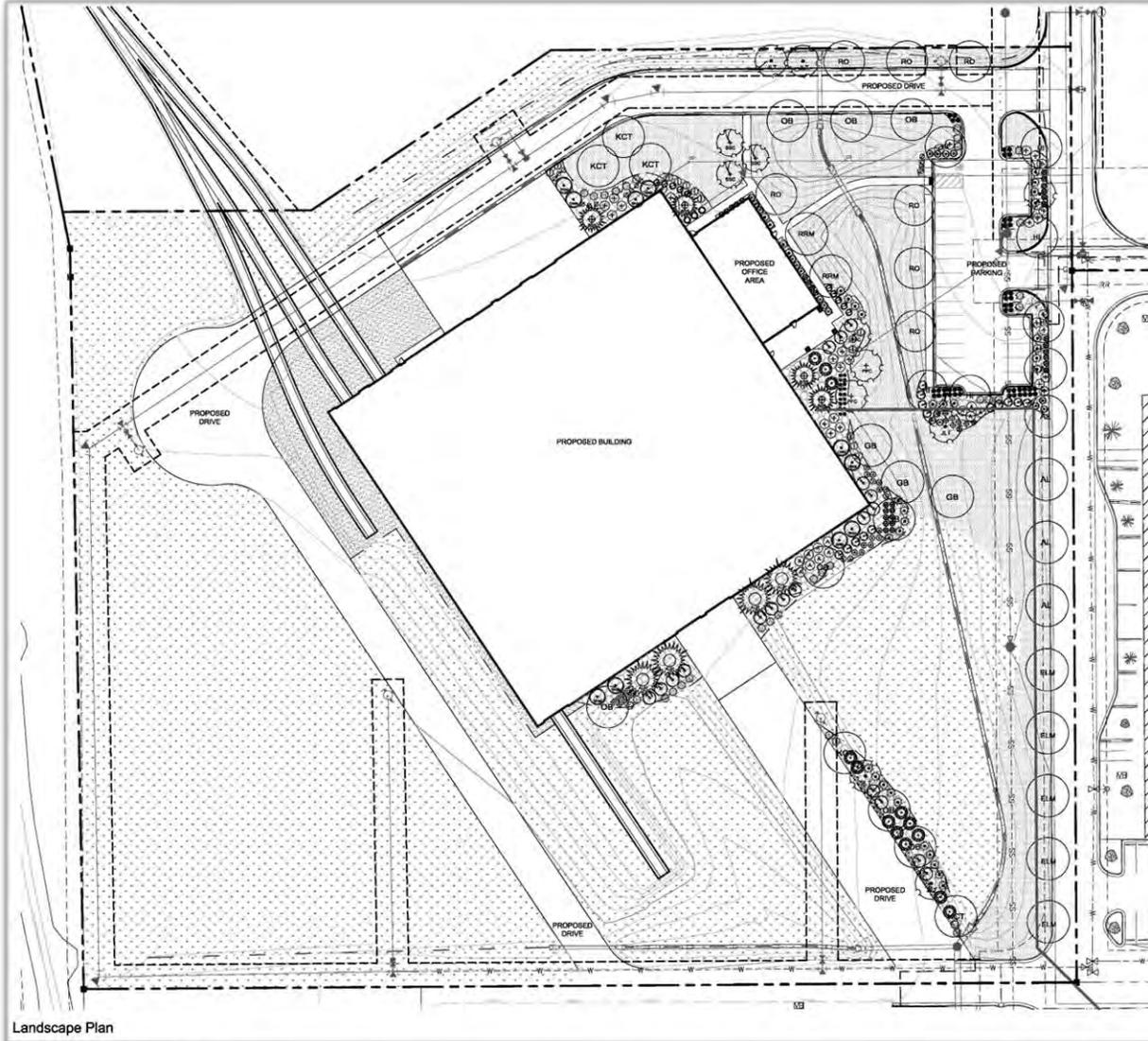


CARGILL – SITE PLAN

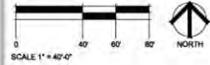




CARGILL - LANDSCAPE PLAN



Landscape Plan

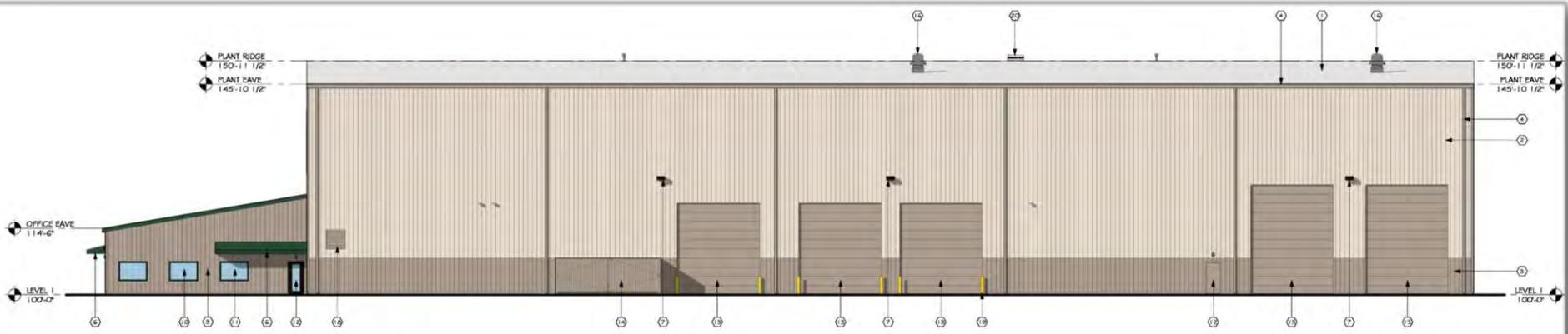


- 37,795 S.F. IRRIGATED TURF
- 137,855 S.F. UNDEVELOPED AREAS
- 8,455 S.F. SHRUB BED - SMOOTH RIVER COBBLE / WOOD MULCH
- 6,425 S.F. SHRUB BED - PIONEER RAINBOW ROCK
- 4" DURA-TURF TALL FESCUE BLEND SOD
- 1,120 S.F. CRUSHER FINES APRON
- 4" WOOD MULCH OVER WEED BARRIER FABRIC OR 4" WOOD MULCH OVER WEED BARRIER FABRIC
- COMPACTED TAN STABILIZED CRUSHER FINES.

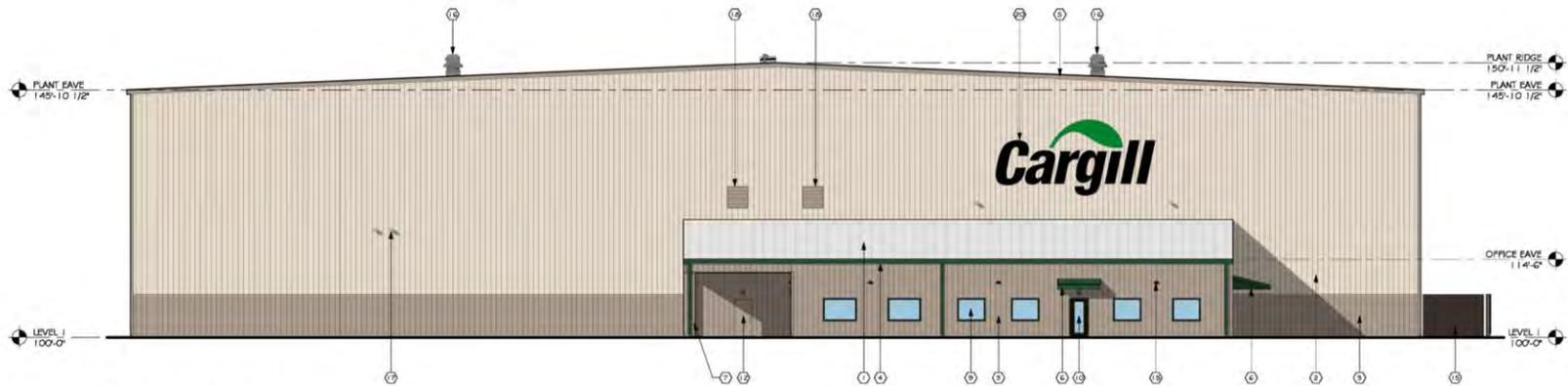
Plant List

KEY	QTY	RATIO	COMMON NAME	BOTANICAL NAME	HEIGHT	WIDTH	SIZE	INSTALLATION NOTES
SHADE/CANOPY TREES - 41								
MA	0	0.0%	ASH MANICURED	<i>Fraxinus mandshurica</i>	50'	30'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
KCT	5	7.0%	COFFEE TREE, KENTUCKY (SEEDLESS)	<i>Gymnocladia dioica 'Express'</i>	50'	50'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
ELM	5	7.0%	ELM TRIUMPH	<i>Ulmus x 'Triumph'</i>	40'	35'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
GB	2	4.2%	GINKGO, AUTUMN GOLD	<i>Ginkgo biloba 'Fall Gold' (Male only var.)</i>	40'	30'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
HE	8	8.5%	HONEYLOCUST, IMPERIAL	<i>Gleditsia triacanthos 'Imperial'</i>	40'	35'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
AL	5	7.0%	LINDEN, REDMOND	<i>Tilia americana 'Redmond'</i>	35'	25'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
RRM	2	2.8%	MAPLE, ROYAL RED	<i>Acer palmatum 'Royal Red'</i>	35'	35'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
OB	8	11.3%	OAK, BURR	<i>Quercus macrocarpa</i>	60'	50'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
RO	7	9.8%	OAK, SHUMARD RED	<i>Quercus shumardii</i>	50'	50'	2' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
EVERGREEN TREES - 8								
☀	4	5.6%	PINE, AUSTRIAN	<i>Pinus nigra</i>	40'	40'	6" 4" BB	FULL SPECIMEN, EVENLY AND WELL BRANCHED W/ STRAIGHT TRUNK & TOP LEADER
☀	4	5.6%	SPRUCE, COLORADO (SMALL)	<i>Picea pungens 'Baby'</i>	30'	20'	6" 4" BB	FULL SPECIMEN, EVENLY AND WELL BRANCHED W/ STRAIGHT TRUNK & TOP LEADER
ORNAMENTAL TREES - 22								
☀	3	4.2%	CRABAPPLE, CENTURION	<i>Malus sp. 'Centurion'</i>	20'	20'	1' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
☀	3	4.2%	CRABAPPLE, SPRING SNOW	<i>Malus sp. 'Spring Snow'</i>	20'	20'	1' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
☀	8	8.5%	LIAC, JAPANESE LIAC TREE	<i>Syringa reticulata</i>	20'	20'	1' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
☀	10	14.1%	MAPLE, TARTARAN	<i>Acer tataricum</i>	15'	15'	1' 0" 68 BB	BALANCED, WELL BRANCHED W/ STRAIGHT TRUNK & CENTRAL LEADER
EVERGREEN SHRUBS - 79								
⊖	13	—	JUNIPER, ALPINE CARPET	<i>Juniperus communis 'Alpine Carpet'</i>	18"	9"	5 Galton	6" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	32	—	JUNIPER, BROADMOOR	<i>Juniperus sabina 'Broadmoor'</i>	18"	9"	5 Galton	6" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	34	—	JUNIPER, ARCADEA	<i>Juniperus sabina 'Arcadia'</i>	3"	5"	5 Galton	12" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	—	—	SPRUCE, NORWAY FASTIGIATE	<i>Picea abies 'Cupressoid'</i>	20"	9"	6" 68	FULL SPECIMEN, EVENLY AND WELL BRANCHED W/ STRAIGHT
DECIDUOUS SHRUBS - 125								
⊖	29	—	DOGWOOD, ISAMI	<i>Cornus stolonifera 'Isami'</i>	6"	6"	5 Galton	24" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	3	—	EUCRYMUS, EMERALD AND GOLD	<i>Eucrymum fortunei 'Emerald and Gold'</i>	2"	4"	5 Galton	12" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	19	—	LIAC, DWARF KOREAN	<i>Syringa nepalensis 'Foster'</i>	4"	4"	5 Galton	24" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	13	—	OAK, GAMBEL	<i>Quercus gambelii</i>	15"	9"	5 Galton	24" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	19	—	PLUM, PURPLE LEAF	<i>Prunella x 'okatake'</i>	8"	9"	5 Galton	24" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	11	—	POTENTILLA, GOLD DROP	<i>Potentilla fruticosa 'Gold Drop'</i>	2"	3"	5 Galton	18" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	10	—	ROSE, RED KNOCK DOUBLE RED	<i>Rosa Knock-out 'RedTWO'</i>	6"	4"	5 Galton	24" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	14	—	SAND CHERRY, WESTERN	<i>Prunus besseyi</i>	9"	5"	5 Galton	24" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	12	—	SERRACEDBERY	<i>Amaranthus arborescens</i>	15"	9"	5 Galton	24" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
⊖	—	—	WIBURNUM, ARROWWOOD	<i>Viburnum dentatum</i>	6"	6"	5 Galton	24" IN FULL SPECIMEN, EVENLY AND WELL BRANCHED
PERENNIALS / GRASSES - 142								
●	84	—	OAKLEY, AUTUMN RED	<i>Hemerocallis sp. 'Autumn Red'</i>	2"	2"	1 Galton	WELL ROOTED AND ESTABLISHED
●	34	—	GRASS, FEATHER REED	<i>Dasystachya acutiflora 'Karl Fappeler'</i>	4"	2"	1 Galton	WELL ROOTED AND ESTABLISHED
●	18	—	GRASS, FOUNTAIN	<i>Festuca stipularis</i>	4"	2.5"	1 Galton	WELL ROOTED AND ESTABLISHED
●	31	—	GRASS, HEAVY METAL BLUE SWITCH	<i>Panicum virgatum 'Heavy Metal'</i>	3"	1.5"	1 Galton	WELL ROOTED AND ESTABLISHED
●	18	—	GRASS, RED SWITCH SENECAOHAN	<i>Panicum virgatum 'Senecaohan'</i>	3"	1.5"	1 Galton	WELL ROOTED AND ESTABLISHED

CARGILL - BUILDING ELEVATIONS



1 NORTH ELEVATION
332' x 117'



2 EAST ELEVATION
332' x 117'

ELEVATION KEYNOTES

- | | |
|--|---|
| <ul style="list-style-type: none"> ① PREFINISHED STANDING SEAM METAL ROOF ② PREFINISHED VERTICAL RIBBED METAL PANEL COLOR: COOL BIRCH WHITE ③ PREFINISHED VERTICAL RIBBED METAL PANEL COLOR: COOL DESERT BEIGE ④ PREFINISHED METAL GUTTER AND DOWNSPOUT ⑤ PREFINISHED METAL FASCIA AND TRIM ⑥ PREFINISHED STANDING SEAM METAL ROOF DOOR CANOPY ⑦ PREFINISHED METAL COLUMN ENCLOSURE AT COVERED PATIO ⑧ COVERED PATIO WITH PREFINISHED METAL SCOPIT ⑨ DARK BRONZE ANODIZED ALUMINUM STOREFRONT WINDOW SYSTEM WITH BRONZE TINT GLAZING AND ACCENT COLOR TRIM (TYPICAL) ⑩ DARK BRONZE ANODIZED ALUMINUM STOREFRONT ENTRANCE DOOR WITH CLEAR GLAZING AND ACCENT COLOR TRIM | <ul style="list-style-type: none"> ⑪ DARK BRONZE ANODIZE ALUMINUM SLIDING WINDOW WITH BRONZE TINT GLAZING AND ACCENT COLOR TRIM ⑫ PAINTED HOLLOW METAL PEDESTRIAN DOOR ⑬ PREFINISHED INSULATED OVERHEAD SECTIONAL DOOR ⑭ SPLIT FACE CONCRETE MASONRY UNIT TRASH & RECYCLING ENCLOSURE WITH PAINTED METAL DOORS ⑮ WALL MOUNTED LIGHT FIXTURE, 4B; SITE LIGHTING PLAN ⑯ ROOF TOP MECHANICAL EXHAUST FAN ⑰ MECHANICAL EXHAUST FINE (TYPICAL) ⑱ SIDEWALL MOUNTED EXHAUST FAN OR AIR INTAKE LOUVER - PAINTED (TYPICAL) ⑲ ROLLERS - PAINTED (TYPICAL) ⑳ SIGN BY OWNER, UNDER SEPARATE PERMIT SHOWN FOR REFERENCE ONLY |
|--|---|



MEMORANDUM

Date: February 24, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: Cancellation of April 8, 2014 Regular Municipal Election
Item #: C.4

Background / Discussion:

The April 8, 2014 Town of Windsor Regular Municipal Election has been scheduled for the election of Town Board Members for District 2, 4 and 6. The election timelines provided by state statute and adopted by the Town of Windsor provides for nomination petitions to be circulated from January 21 through February 10, 2014. The Town received three petitions by 5 p.m. on February 10; one for each available district seat. Write in candidate affidavits were due Monday, February 17 which is a legal holiday, and the deadline was extended to the following day, Tuesday, February 18 at 5 p.m. No write in affidavits were received by the deadline.

Ordinance No. 2014-1467 provides that for a mail ballot election, if the only matter on the ballot is the election of persons to office and that if by the 49th day before the election (February 18, 2014) there are not more candidates than offices to be filled, including write in candidates, that the Town Board shall cancel the election. The candidates that had submitted petitions and will be declared elected for four year terms are as follows:

- District 2 - Christian Morgan
- District 4, Kristie Melendez
- District 6, Ivan Adams

The swearing in of new Town Board members is scheduled for Monday, April 14, 2014.

Research of town documents found that the last time an election was cancelled was the April 15, 1994 election.

Recommendation:

Resolution No. 2014-10 – A Resolution Determining the Basis for Cancellation of the April 8, 2014, Town of Windsor Regular Municipal Election, Declaring the April 8, 2014 Town of Windsor Regular Municipal Election and Declaring the Election of Town Board Members for Districts 2, 4 and 6

Attachments:

Resolution No. 2014-10

TOWN OF WINDSOR

RESOLUTION NO. 2014-10

A RESOLUTION DETERMINING THE BASIS FOR CANCELLATION OF THE APRIL 8, 2014, TOWN OF WINDSOR REGULAR MUNICIPAL ELECTION, DECLARING THE CANCELLATION OF THE APRIL 8, 2014, TOWN OF WINDSOR REGULAR MUNICIPAL ELECTION, AND DECLARING THE ELECTION OF TOWN BOARD MEMBERS FOR DISTRICTS 2, 4 AND 6

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

WHEREAS, the Town’s Home Rule Charter establishes that regular municipal elections shall be held in each even-numbered year on the Tuesday succeeding the first Monday of April; and

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

WHEREAS, in accordance with the foregoing, the 2014 municipal election has been scheduled for April 8, 2014, and is being conducted as a mail ballot election; and

WHEREAS, *Windsor Municipal Code* Section 2-12-10 (2) requires that candidate nomination petitions be filed with the Town Clerk no later than fifty-seven (57) days prior to the election date; and

WHEREAS, by Ordinance No. 2014-1467 adopted on January 27, 2014, the Town Board established deadlines for the submission of write-in candidate affidavits, specifying that “[e]ach 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”; and

WHEREAS, the Town Board seats for Districts 2, 4 and 6 are the only seats open to candidates during the April 8, 2014, regular municipal election; and

WHEREAS, the Town Clerk has received one (1) timely candidate nomination petition for each of the Town Board seats representing Districts 2, 4 and 6, and has received no timely write-in candidate affidavits for these Districts; and

WHEREAS, Ordinance No. 2014-1467 further provides:

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

WHEREAS, the Town Clerk has determined that the number of candidates for each open seat is equal to the number of open seats up for election on April 8, 2014, and has recommended that the April 8, 2014, municipal election be cancelled; and

WHEREAS, Ordinance No. 2014-1467 provides that, upon cancellation of the municipal election, the Town Board shall by resolution declare the candidates elected and, upon such declaration, the candidates so declared elected shall be deemed elected; and

WHEREAS, the Town Board concludes that the conduct of a municipal election where there are no more candidates than seats open is unnecessary, and the cancellation of a municipal election under the circumstances described herein will save the taxpayers the substantial cost of the election.

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

1. The regular municipal election scheduled for April 8, 2014, is hereby **CANCELLED**.
2. The following candidates are hereby declared elected:
 - a. For District 2, Christian Morgan is elected for a term of four (4) years, commencing April 9, 2014; and
 - b. For District 4, Kristie Melendez is elected for a term of four (4) years, commencing April 9, 2014; and
 - c. For District 6, Ivan Adams is elected for a term of four (4) years, commencing April 9, 2014.
3. In keeping with the requirements of Ordinance No. 2014-1467, the Town Clerk is directed to publish a Notice of Municipal Election Cancellation in a newspaper of general circulation within the Town and, in order to inform the Town's electors, shall post such Notice in Town Hall as provided for public meeting notices, and in a conspicuous location at the Community Recreation Center.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 24th day of February, 2014.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk