



TOWN BOARD REGULAR MEETING

July 7, 2014 - 7:00 P.M.

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

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 – Water & Sewer Board; Poudre River Trail Corridor Board
 - Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
 - Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce
 - Town Board Member Rose – Clearview Library Board
 - Town Board Member Bishop-Cotner – Historic Preservation Commission; North Front Range/MPO alternate
 - Town Board Member Adams – Tree Board; Student Advisory Leadership Team (SALT)
 - Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
5. Proclamation – National Park and Recreation Month
6. Presentation of SAFEbuilt Scholarship – Dave Thomsen, SAFEbuilt
7. 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 June 23, 2014 Regular Town Board Meeting – P. Garcia
2. Report of Bills for June 2014 – D. Moyer

C. BOARD ACTION

1. Ordinance No. 2014-1475 – An Ordinance amending Section 16-21-20(c)(5) of the Windsor Municipal Code to redefine the calculation of outdoor accessory storage within the Limited Industrial (I-L) zoning district

Super-majority vote required for adoption on second reading

- Second reading
 - Legislative action
 - Staff presentation: Josh Olhava, Associate Planner
2. Ordinance No. 2014-1476 – An Ordinance Repealing, Amending and Re-Adopting Sections 7-1-40 and 7-1-50 of the *Windsor Municipal Code* with Respect to the Abatement of Nuisances Within the Town of Windsor
 - First reading
 - Legislative action
 - Staff presentation: Ian D. McCargar, Town Attorney; John Michaels, Chief of Police
 3. Resolution No. 2014-37 - A Resolution Approving and Adopting Revisions to the Schedule of Water and Sewer Plant Investment Fees Imposed by the Town Of Windsor
 - Legislative action
 - Staff presentation: Dean Moyer, Director of Finance

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. An executive session pursuant to § 24-6-402 (4) (b), C.R.S., to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions. Recent legislation (I. McCargar)

F. ADJOURN

Designation of July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities; and

WHEREAS parks and recreation are vitally important to establishing and maintaining quality of life , ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services , and improve mental and emotional health ; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Town of Windsor recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN BOARD that July is recognized as Park and Recreation Month in Windsor, Colorado.

Dated this 14th day of July, 2014

John S. Vazquez, Mayor



TOWN BOARD REGULAR MEETING

June 23, 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 7:02 p.m.

- 1. Roll Call
 - Mayor
 - John Vazquez
 - Myles Baker
 - Jeremy Rose
 - Kristie Melendez
 - Robert Bishop-Cotner
 - Ivan Adams
 - Christian Morgan
 - Absent
- Also present:
 - Town Manager
 - Town Attorney
 - Director of Parks, Recreation and Culture
 - Town Clerk
 - Chief of Police
 - Director of Finance
 - Management Intern
 - Associate Planner
 - Parks & Open Space Manager
 - Kelly Arnold
 - John Frey
 - Melissa Chew
 - Patti Garcia
 - John Michaels
 - Dean Moyer
 - Kelly Unger
 - Josh Olhava
 - Wade Willis

- 2. Pledge of Allegiance
Mr. Adams 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. Bishop-Cotner moved to approve the agenda as presented; Mr. Baker seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion passed.**

- 4. Board Liaison Reports
 - Town Board Member Baker – Water & Sewer Board; Poudre River Trail Corridor Board
Mr. Baker stated Water & Sewer Board met on 6/11 to discuss the Water Treatment Plant Feasibility Study, flooding in Poudre Heights and fees in lieu for water rights required during development; the Poudre River Trail Board has not met since his last report.
 - Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
Mr. Morgan was not in attendance.
 - Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce
Ms. Melendez reported the Chamber of Commerce will meet on 7/9; the DDA will meet with the Mill Feasibility Study group on 6/25, with a Marketing Committee meeting to follow. She reminded the Board the Farmer’s Market season kicks off on 6/28 and will be operating on Saturdays through September.
 - Town Board Member Rose – Clearview Library Board
Mr. Rose had nothing new to report as the next meeting will be held on 6/26.
 - Town Board Member Bishop-Cotner – Historic Preservation Commission; North Front Range/MPO alternate
Mr. Bishop-Cotner had nothing new to report at this time.

- Town Board Member Adams – Tree Board; Student Advisory Leadership Team (SALT)
Mr. Adams stated the Tree Board will meet on 6/24; SALT will meet on 6/26.
 - Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
Mayor Vazquez will update the Board regarding the Windsor Housing Authority at a future meeting, as they met while he was attending the CML Conference; the MPO will meet on 7/3.
5. Proclamation – National Park and Recreation Month
Reading of a Proclamation naming July at National Park and Recreation Month was postponed until the first meeting in July as the Proclamation was not available.
 6. Public Invited to be Heard
Ms. Catherine Kingery spoke briefly asking the Board to reconsider approval of Accessory Dwelling Units in Windsor. In an emotional statement, she spoke in support of ADU's, offered aid to the Board if needed during the process, and noted surprise at failure upon second reading.

B. CONSENT CALENDAR

1. Minutes of the June 9, 2014 Regular Town Board Meeting – M. Lee
 2. Advisory Board Appointments – P. Garcia
 3. Resolution No. 2014-34 - A Resolution Approving And Adopting A Policy For The Use Of Tablet Computers Provided By The Town Of Windsor To Its Elected Officials – John P. Frey, Assistant Town Attorney
 4. Resolution No. 2014-35 – A Resolution Approving 2013 Audit Report – D. Moyer
 5. Resolution No. 2014-36 – A Resolution Re-Appointing Teresa Ablao to Serve as the Town of Windsor Local Liquor Licensing Authority Pursuant to the Provisions of the Colorado Liquor Code and Pursuant to Chapter 6, Article I of the Windsor Municipal Code – J. Frey
- Mr. Adams moved to approve the Consent Calendar as presented; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, 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. Public Hearing – An Ordinance amending Section 16-21-20(c)(5) of the Windsor Municipal Code to redefine the calculation of outdoor accessory storage within the Limited Industrial (I-L) zoning district
 - Legislative action
 - Staff presentation: Josh Olhava, Associate Planner

**Mr. Bishop-Cotner moved to open the public hearing; Ms. Melendez seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion passed.**

Mr. Olhava reviewed proposed changes to the Municipal Code explaining how these changes would be beneficial to the Town. He pointed out the specifics of this proposal, and the history of the calculation in question, calling it confusing for both applicants and staff. He noted at their 6/18 meeting the Planning Commission forwarded a recommendation of approval; staff concurs.

**Ms. Melendez moved to close the public hearing; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion passed.**

2. Ordinance No. 2014-1475 – An Ordinance amending Section 16-21-20(c)(5) of the Windsor Municipal Code to redefine the calculation of outdoor accessory storage within the Limited Industrial (I-L) zoning district

- Legislative action
- Staff presentation: Josh Olhava, Associate Planner

Mr. Bishop-Cotner moved to approve Ordinance 2014-1475; Mr. Adams seconded the motion.

Mr. Olhava had no additional information to report; there were no comments or questions.

Roll call on the vote resulted as follows:

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

Nays – None. Motion passed.

3. May Financial Report – D. Moyer

Mr. Moyer reviewed financial data from May. He highlighted sales tax revenues (up 22.86 % over the same timeframe in 2013), issuance of building permits and sales tax licenses, collection of construction use tax and property tax, and the relationship of these figures to projected benchmarks, drawing comparisons to previous months and years. Mr. Moyer noted sales tax collections are on track to reach \$7.5 - \$8 million for 2014, well over the \$6 million projection. He also recapped plans for operations, capital projects and expenditures associated with each.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. Frey stated it was a privilege to be in attendance once again.

2. Communications from Town Staff

Ms. Chew reminded the Board of public meetings for the CRC Expansion, and pointed out frequently asked questions from the public. She reminded the Board of Sick Tree Day scheduled for 6/24, noting an overwhelming response has prompted scheduling a second Sick Tree Day in July. She invited Board Members to attend Fireworks on July 4 and to check out the Farmer's Market. Ms. Chew also invited Board Members to attend a farewell reception for Carrie Knight on 6/25; that position may be filled by 7/14.

3. Communications from the Town Manager

Mr. Arnold told the Board there will be no meeting next Monday.

4. Communications from Town Board Members

Ms. Melendez stated an urgent desire to resolve the Mayor Pro-Tem issue, as the Mayor will be out of the country in the near future. She called this a precarious position for the Town. She also proposed a discussion to consider a Charter amendment to eliminate the requirement for a Super Majority for certain actions of the Board, calling the concept antiquated. Mr. Arnold stated Mr. Frey will begin research on the process, restating a need for consideration prior to August 29. Ms. Melendez also thanked the Town for allowing her and her fellow Board Members to attend the CML Conference, calling it an important aspect of what they do and how they serve.

Mayor Vazquez spoke of House Bill 1371 regarding taxation of Oil & Gas operations. He asked Mr. Frey to investigate Article 20-6 (g) of the Home Rule Rights of Municipal Governments, calling the bill a violation of those rights. He stated the City of Greeley may be investigating the House Bill as well. He polled the Board for their opinions, which were mixed. Board Members called for a cautious approach to begin by gathering more information. Mr. Frey clarified the question being asked is whether or not the issue is Constitutional. He stated he will begin gathering information on that process, and will inform the Board of the research and analysis of the issue. Mr. Adams inquired if the perception is that the Bill will be overturned? Mayor Vazquez stated a veto did not occur despite requests directed to the Governor. Mr. Adams urged citizens to get involved and become informed on the issues affecting their community.

Mayor Vazquez presented a gift and thanked Ms. Lee who will be leaving the Town in the near future. Other Board Members echoed his remarks.

E. ADJOURN

Mr. Bishop-Cotner moved to adjourn; Mr. Baker seconded the motion. All members voted yes; the meeting was adjourned at 7:4 p.m.

TOWN OF WINDSOR

REPORT OF BILLS

July 1, 2014

At the regular meeting of the Town Board of the Town of Windsor, Colorado, held in the Town Hall Board Room on July 14, 2014 the following claims were presented, examined, and approved by the Windsor Town Board.

VENDOR	DESCRIPTION	FUND	AMOUNT
AT&T	wireless charge	GF	8.35
1st Bank of Northern Colorado	bi-weekly employee payroll deductions	HIF	8,438.56
1st Bank of Northern Colorado	bi-weekly employee payroll deductions	HIF	8,322.40
4 Rivers Equipment	drawbar	GF	219.39
4 Rivers Equipment	svc on loader/backhoe, spindle,deflector, voltage reg,blades	FMF	1,926.62
7-Eleven Inc	sales tax refund	GF	345.72
7-Eleven Inc	sales tax refund	GF	607.39
7-Eleven Inc	sales tax refund	CIF	230.48
7-Eleven Inc	sales tax refund	CIF	404.93
7-Eleven Inc	sales tax refund	CRCF	38.40
7-Eleven Inc	sales tax refund	CRCF	67.47
A&M Custom Machine	fabricated bracket	FMF	40.00
AC Excavating	meter rental deposit refund	WF	2,100.00
Adams, Ivan	CML conference per diem	GF	73.00
Adams, Ivan	CML Conf mileage reimb	GF	150.08
AFLAC	employee payroll deductions	GF	884.60
Agfinity	spray chemical, weed spray, fertilizer	GF	4,642.30
Agfinity	fuel	FMF	7,124.22
Air Comfort	replace motor	FS	339.78
Air Comfort	replace relay on cooling tower	FS	138.46
Alsco	rental linens	GF	61.15
Alsco	rental linens	CRCF	199.31
American Red Cross	lessons fee Summer 2014	GF	300.00
Amersco	monthly monitoring	FS	389.00
Anderson Consulting Engineers	Cargill food study review, John Law channel design svcs	SDF	13,412.30
Arapahoe Rental	field maint equipment,compactor/tiller,tractor rentals	GF	444.84
Arapahoe Rental	starter rope	FMF	22.99
Arapahoe Roofing & Sheet Metal	replace roofing damage on Town bldgs	CIF	204,494.39
AT&T mobility	phone svc PW/PD	GF	83.83
August Services	weed control cemetery/Brunner pk	GF	330.00
Baker, Myles	CML conference per diem	GF	86.00
Baker, Myles	CML Conf mileage reimb	GF	150.08
Ballstadt, Scott	mileage reimbursement	GF	19.04
Barefoot Farms	snow removal,aerate lawns	GF	657.50
Barefoot Farms	hydro-seeding	CIF	350.00
Barefoot Farms	curb box repair	WF	400.00
Bates Engineering	3 MG water tank construction	WF	11,355.00
Beegle, David	SCS July 4	GF	2,300.00
Big R of Greeley	uniform	GF	379.96
Big R of Greeley	hand tools	GF	48.93
Bob Harris Music	SCS July 10	GF	1,500.00
Bobcat of the Rockies	nut & bolts,spndle & pully	FMF	401.67
Bomgaars	tool boxes, socket set, uniform	WF	143.93
Bomgaars	uniform	SF	49.98
Brandenburg & Emil PC	court prosecutor May 2014	GF	5,250.00
Bunting Disposal	trash service	GF	749.50

VENDOR	DESCRIPTION	FUND	AMOUNT
Bunting Disposal	trash service	CRCF	113.75
Bunting Disposal	trash service	SF	32.34
C.E.M.Sales & Service	pool supplies, chemicals, moss	GF	3,519.67
Canteen Refreshment svcs	monthly coffee service	GF	175.99
Cargill Inc	reimburse Windsor adm/use	GF	4,024.90
Cargill Inc	reimburse Windsor adm/use	CIF	73,487.70
Carrier Corp	repair control issues/navig	FS	415.00
Cascade Solar USA	rewire PV system, fix off-grid system	GF	450.00
Cascade Solar USA	rewire PV system, fix off-grid system	CIF	168.00
Cash-Wa Dist	concess supplies, hot dog roller grill, bun box	GF	2,177.90
CEM Sales & Svc	calcium tablets,chemicals for pool	GF	1,824.03
Centurylink	utilities	GF	503.13
Centurylink	utilities	SF	380.36
Centurylink	utilities	GF	623.06
Centurylink	telephone svc	GF	219.42
Centurylink	utilities	CRCF	623.06
Centurylink	telephone svc	CRCF	4.83
Centurylink	telephone svc	WF	1.66
Centurylink	utilities	GF	407.46
Centurylink	utilities	CRCF	482.32
Centurylink	utilities	SF	106.64
Centurylink	utilities	FS	48.49
Chematox Lab	drug screening, blood/alcohol test	GF	470.00
Chematox Lab	blood collection kits,panel drug screens	GF	350.98
CIRSA	police booklets	GF	150.00
CIRSA	harv fest insur, claims,work comp claims, audit adjust	GF	7,002.88
CIRSA	2013 Audit Adj	CRCF	14.30
CIRSA	2013 Audit Adj	WF	21.78
CIRSA	2013 Audit Adj	SF	26.18
CIRSA	2013 Audit Adj	SDF	11.85
CIRSA	workman's comp claims	GF	4,037.41
City of Greeley	water purchased	WF	63,780.64
Clear Water Solutions	general water rights/svcs	WF	10,174.68
Coca-Cola	concession supplies	GF	1,603.05
Coca-Cola	concession supplies	GF	2,751.46
Coca-Cola	concession supplies	GF	2,092.20
Collins-Brown, Amy	crc archery refund	GF	35.00
Colorado Analytical Lab	lab testing	SF	256.00
Colorado Bar Assoc	CBA membership fee	GF	330.00
Colorado Cod Publishing Company	hosting of code July-Sept 2014	GF	120.00
Colorado Dept of Revenue	sales tax payable	GF	435.00
Colorado Health Medical group	DOT physicals	GF	325.00
Colorado Medical Waste	containers for biowaste	FS	81.00
Colorado Mosquito Control	mosquito spraying	SDF	13,379.27
Colorado State University	lake water sample testing	GF	60.00
Colorado State University	lake water sample testing	GF	30.00
Colorado State University	water sample-lake	GF	30.00
Coloradoan Media Group	employment ads, board retirement ad	GF	890.60
Comcast Cable Comm	cable/internet @ CRC	CRCF	238.40
Comcast Cable Comm	internet svc	ITF	209.90
Comcast Cable Comm	internet svc	ITF	6.16
Connell Resources	emergency flood repair CR13	GF	1,599.75
Country Johns	portable restroom svc	GF	813.41
Dale's Environmental Svcs	sewer line inspections	SF	8,323.50
Dale's Environmental Svcs	sewer line inspections	SF	502.00
Dana Kepner Co	anti-sieze for hydrants	WF	196.00

VENDOR	DESCRIPTION	FUND	AMOUNT
Data West Corp	billmaster	ITF	1,200.00
Dataprint	water bills epay transactions,consumer reprot,stmts/postage	WF	3,084.31
Dataprint	water bill statements, postage	SF	1,573.15
Dataprint	water bill statements, postage	SDF	1,573.13
DBC Irrigation	sprinkler supplies	GF	526.24
Dean Contracting	install fence @ Diamond Valley	GF	1,310.00
Dell Marketing	dell PCs	ITF	28,018.73
Development Research Partners	update eco impact analysis	GF	1,400.00
Digi Pix signs	balance due-exhibit re-design	GF	4,648.94
Dominos Pizza	pizza for meeting	FS	25.56
Don Kehn Construction	asphalt	GF	306.00
Drive Train Ind	LB training	FMF	225.00
Dyer, Deneice	May 2014 ballet instruction	GF	330.40
Economic & Planning Systems	prof svcs April 2014	GF	1,405.00
Egbert, Stephanie	May 2014 senior foot care	GF	30.00
Enviropest	pest control	GF	90.00
Enviropest	pest control	WF	75.00
Erie Baseball Club	NCBL league fees	GF	1,200.00
Erwin Equipment Svcs	service on generator	SF	634.54
Ewing Irrigation Products	sprinkler supplies	GF	295.29
Ewing Irrigation Products	field maint supplies	GF	125.98
Ewing Irrigation Products	sprinkler supplies	GF	125.29
facilitydude.com	maintenance work order software renewal	FS	1,792.00
Falcon Environmental Corp	vacuum pump	SF	898.27
Family Support registry	wage assignment	GF	276.92
Family Support registry	wage assignment	GF	296.57
Family Support registry	wage assignment	GF	276.92
Family Support registry	wage assignment	GF	296.57
Farnsworth Group	WWTP nutrient study	SF	29,039.25
Fastenal	foam guns for cleaning	FS	100.82
Fastenal	hammer bite	CIF	5.91
Fastenal	spring, s/s thimble	SF	70.43
Fine Lines Pavement marking	street striping at WHS & 11th	GF	1,010.00
Fine Tree Service	spray for IPS beetle	GF	450.00
Fine Tree Service	spray for bugs	GF	400.00
Fish Window Cleaning	window cleaning CRC	FS	1,250.00
Fish Window Cleaning	window cleaning TH	FS	2,495.00
Fiske Electric	replace T5 ballasts	FS	318.28
Flint Trading Inc	left turn signals	GF	210.18
Floyd, Lorna	farmers mkt musician 7/26	GF	50.00
Floyd, Lorna	farmers mkt musician 7/12	GF	50.00
Fort Collins-Loveland Water Dist	water purchased	GF	97.56
Fort Collins-Loveland Water Dist	water purchased	WF	29,341.44
Frey, John	contract legal svcs June 2014	GF	3,750.00
Front Range Raynor Door Co	concession counter door	GF	785.00
Frontier Precision	trimble software maint	ITF	530.00
Fuller Landscaping	mowing I-25/392	GF	4,020.00
Garcia, Patti	CML conference per diem	GF	86.00
Garden Valley Vet hospital	pet recovery/care/boarding	GF	312.00
Garden Valley Vet hospital	pet recovery/care/boarding	GF	156.00
Garretson's Spo	baseball supplies	GF	389.82
Garretson's Sprot Center	pitcher rubber, baseballs	GF	861.73
General Air Svc	welding supplies	GF	64.47
General Air Svc	welding supplies	FMF	356.57
General Air Svc	liquid CO2 for pool	FS	328.83
Glock Professional	parts for handguns	GF	470.00

VENDOR	DESCRIPTION	FUND	AMOUNT
Glock Professional	magazine follower	GF	2.00
Goldschmidt & Assoc	polygraph	GF	110.00
Golf & Sport Solutions	field mix/maint, sand	GF	2,231.50
Golf & Sport Solutions	field chalk	GF	36.00
Grainger	pressure washer, ear plugs	GF	343.43
Grainger	sunscreen, repellent wipes	CIF	180.49
Grainger	linear actuator	FMF	426.53
Grainger	floodlights CRC,pleated filter	FS	369.36
Greeley Lock & Key	repair ASSA Cylinder CRC	FS	153.00
Green Earth Environmental	cemetery irrigation renovation	CIF	21,696.05
Ground Engineering Consultants	WCR21 bidge engineering/field testing	CIF	1,556.50
Hach Environmental	lab supplies	SF	199.27
Hach Environmental	water quality tst equip	WF	136.76
Harmony Gardens	tree for retired bd mbmr, Birdwell	GF	399.90
Hay, Beth	class instruction	GF	73.50
Heidsiek, Katie	wellness award	GF	25.00
Helena Chemical Co	herbicide	GF	627.50
Henschke, Kenneth	psych evaluation PD	GF	125.00
Hill Children's Adventures	classes	GF	2,016.00
Hillyard	hose,sanitizer,soap,mat,liners,tissue/paper goods	FS	4,086.94
Hireright Solutions Inc	May 2014 bachground checks	GF	3,549.11
Hit & Run Bluegrass	SCS 7/24 band	GF	1,150.00
Hogsett, Brent	reimb for washer fluid	GF	36.53
Holtkamp, Christopher	retainer-feasibility study	DDA	7,422.00
Home Depot	quikrete, board/screws for ramps	GF	205.71
Home Depot	caulk gun, grinder, selant	FS	175.20
Huntington Disease Society of America	security deposit refund	GF	75.00
Hydro Construction Co	3-MG water tank construction pymt	WF	182,974.59
Interstate All Battery of Ft. Collins	batteries	GF	28.15
Interstate All Battery of Ft. Collins	batteries	CRCF	0.54
Interstate All Battery of Ft. Collins	batteries	ITF	0.81
Interstate All Battery of Ft. Collins	batteries	FS	1.60
Interwest Consulting Group	cornerstone/eatman roundabout engineering svcs	CIF	1,564.00
Jack Henry & Assoc	remit plus software maint	ITF	3,600.00
Jax	uniform	GF	194.17
Jax	uniform	SF	89.98
Jax	tool boxes for unit 47	FMF	1,039.97
JCG Technologies	liberty court recorder	ITF	950.00
John Brunner & Co	pool boiler maintenance	FS	1,474.95
Kenz & Leslie Dist	additives for fleet	FMF	273.60
Kimball Midwest	fast dry solvent	FMF	143.76
King Surveyors	force main survey of new sewer	SF	2,961.50
Kokora, John	blue chip baseball tourny	GF	700.00
L&M Enterprises	monthly landscape maint	GF	1,417.16
Lab One Inc	gas sample	FMF	14.50
Larimer County Clerk & Recorder	filing fees	GF	197.00
Larimer County Sales & Use Tax	use tax collections	GF	14,761.33
Lawrence, Jones, Custer & Grasmick	legal svcs	GF	3,077.60
Lawson Products	file cleaner	FMF	22.34
Leader's Edge Consulting	strategic plan consultant	GF	3,900.00
Leads Online	service pckg renewal	GF	1,668.00
Letofsky Sport Svcs	baseball registration	GF	1,350.00
Lewan & Assoc	cisco unity project	ITF	2,807.50
Lewis, Jan	rec refund-card charged in error	GF	12.00
Lewis, Perry	reimb for CDL exam	SDF	75.00
LL Johnson Dist Co	baseball supplies	GF	1,009.20

VENDOR	DESCRIPTION	FUND	AMOUNT
LL Johnson Dist Co	field paint, sprinkler parts	GF	1,262.98
Mac Equipment	echo blower	FMF	135.99
Madson, Kelly	tennis/camp instruction	GF	2,571.50
Madson, Kelly	tennis clinic	GF	56.00
Mail N Copy	mailings	GF	64.10
Manweiler Hardware	wax,concess materials,fertilizer,hose cutter, trowel,rake, trimline	GF	1,212.02
Manweiler Hardware	tools, hardware, supplies for exhibit,padlock, nut driver, bolts	CIF	63.99
Manweiler Hardware	flash light, shovel, hammer	WF	142.95
Manweiler Hardware	plugs	SF	22.99
Manweiler Hardware	hooks, washer, nuts, o-rings	FS	16.09
Maplogic Corp	layout manager maint	ITF	250.00
McCargar, Ian	CML conference per diem	GF	99.00
Medical Center of the Rockies	secure blood draws, Sane exam	GF	2,309.00
Melendez, Kristie	CML conference per diem	GF	99.00
Melendez, Ray	tier I pride winner qtr 1	GF	25.00
Michael Manning	Municipal judge May 2014	GF	1,410.00
Michael Manning	municipal court collections June 2014	GF	1,410.00
Michael Todd & Co	signs	GF	489.32
Miller & Cohen PC trust acct	wage assignment	GF	179.32
Mirage Productions	videography caboose	CIF	1,308.75
Moore, Kelly	June 2014 cheer instruction	GF	1,857.63
Morey's Glass	scrap metal	FMF	21.00
Morgan, Christian	CML conference per diem	GF	73.00
Mountain States Employers Council	annual employment law update	GF	434.00
Multiple water customers	water refunds	WF	2,641.67
Multiple water customers	sewer refund	SF	420.00
Multiple water customers	Storm drain refund	SDF	231.39
Myers Tire Supply	wiper puller	FMF	24.57
Napa	trailer ball	GF	12.61
Napa	socket set	SF	57.43
Napa	filter,credit,ratchet set,fuel cap,lube,hitch pin,keys, poly loom	FMF	389.87
National Alliance for Youth sports	start smart baseball	GF	764.00
National Meter & Automation	inside setters, meter bodies	WF	12,128.10
NCCG	legal notices, employment ads	GF	828.20
NCCG	legal notice	CIF	141.00
NCCG	graduation tab ad	CRCF	175.00
NCCG	legal notices, employment ads	GF	154.30
Nelco	payroll stock for Springbrook	GF	179.25
New Windsor Metropolitan Dist	water assessment	GF	117.75
North Weld County Water Dist	water purchased	WF	54,712.68
Northern Colorado Paper	cleaner, brush, credit,sanitizer, floor mat, stripping pad, mop	FS	170.26
NYS Child Support	wage assignment	GF	342.24
NYS Child Support	wage assignment	GF	345.00
Occupational Health Centers	blood draws	GF	33.00
Office Depot	office supplies	GF	149.92
Office Depot	office supplies	CRCF	0.55
Office Depot	office supplies	WF	71.96
Office Depot	office supplies	ITF	0.82
Office Depot	office supplies	FS	1.64
Office Depot	office supplies	GF	752.18
Office Depot	office supplies	WF	91.20
Office Depot	office supplies	GF	1,027.69
Office Depot	office supplies	SF	56.95
Old National Bank	energy efficiency lease purchase	FS	3,455.41
Olhava, Joshua	milage reimb	GF	36.40
O'Rielly Auto Parts	floor mats, wiper blades	FMF	213.45

VENDOR	DESCRIPTION	FUND	AMOUNT
Osborn, Roy	summer concert series sound	GF	3,125.00
Parker Ag Svcs	bio solids removal	SF	121,603.82
Personnel Systems & Svcs	compensation survey	GF	3,489.00
Petty cash	Eastman park concessions start-up	GF	100.00
Petty cash	CRC reimbursement	GF	27.48
Petty cash	reimbursement	GF	101.15
Petty cash	reimbursement	GF	17.00
Pioneer Sand Co	rock/fabric for treasure island	GF	261.59
Potestio Brothers Equipment	sweeper, leaf/debris remover	FMF	20,125.10
Poudre Valley Health Care	blood draws	GF	252.00
Poudre Valley REA	utilities	GF	5,785.73
Poudre Valley REA	utilities	WF	32.45
Poudre Valley REA	utilities	SF	17,806.94
Poudre Valley REA	utilities	GF	6,045.67
Poudre Valley REA	utilities	WF	63.50
Poudre Valley REA	utilities	SF	18,356.94
Poudre Valley REA	utilities	GF	6,913.32
Poudre Valley REA	utilities	WF	1,819.82
Procopio, Rhonda	May/June 2014 classes	GF	394.00
Putnam, Carol	conf. mileage reimb	GF	380.43
Quill Corp	toner	ITF	592.99
Quill Corp	toner	ITF	571.15
Red Dog Signs and Wraps	backstop signs	GF	63.00
Red Dog Signs and Wraps	install decal on new patrol car	FMF	873.24
Reserve Account	postage meter load	GF	3,908.50
Reserve Account	postage load	CRCF	181.00
Reserve Account	postage meter load	WF	848.50
Reserve Account	postage meter load	SF	4.00
Reserve Account	postage meter load	DDA	58.00
Revenue Recovery Group	audit svcs	GF	1,350.00
Revenue Recovery Group	audit svcs	GF	1,890.00
Ritecorp Environmental property	A/C svc call TH	FS	99.00
Roy Osborn	summer concert series sound	GF	3,125.00
S&B Porta Bowl restrooms	portable restrooms for 4th of July	GF	865.00
Safety & Construction Supply	traffic cones	GF	1,529.00
Safety & Construction Supply	blue lens for strobe	FMF	66.56
Safety and Construction Supply	strobe light	FMF	95.59
Safeway	staff/board/MPO mtg refresh	GF	71.40
Safeway	meeting food	WF	6.98
SAI North Team sports	baseball/softball supplies	GF	200.50
Sam's Club	concession supplies,board mtg refresh, annual svc fee	GF	3,798.40
Schick, Gale	APA conf expense reimbursement	GF	317.60
Schinner, Charles	APA conf expense reimbursement	GF	376.51
Scott's Electric	service calls, locates	GF	399.00
Scott's Electric	service calls, locates	CIF	4,745.84
Scott's Electric	service calls, locates	SF	766.82
Scott's Electric	service calls, locates	FS	436.80
Scott's Electric	replace surge supress/sprinkler	GF	380.66
Scott's Electric	install outlet for pump	SF	250.00
Scott's Electric	rehang light for pool	FS	247.50
Sean Grogan	officials for baseball/softball summer 2014	GF	20,000.00
Securitas Security Svcs	rental security	CRCF	128.45
Security and Sound Design	monitoring fees/svc call	FS	585.00
Security and Sound Design	replace smoke detector TH	FS	185.00
Six Million Dollar Band	SCS musician 7/31	GF	2,200.00
Southern Exposure Landscape Mgmt	back flow test Bison Ridge Pk	GF	59.00
Sport	uniform	SF	89.95

VENDOR	DESCRIPTION	FUND	AMOUNT
Sport About	uniform swim suits for pool	GF	2,368.00
Sportsman's Warehouse	uniform	GF	59.99
Sportsman's Warehouse	uniform	GF	34.97
Sportsman's Warehouse	uniform	WF	97.98
Springbrook Software	software implemenation	ITF	2,365.44
Springbrook Software	software implemenation	ITF	52,619.44
Staples	office supplies	GF	31.12
Staples	office supplies	ITF	936.22
State of Colorado/OIT	frame/atm internet svc	ITF	1,249.79
Sterkel, Ken	tier II pride winner qtr 1	GF	50.00
Sunny Communicatins	radios for CO mounted rangers	GF	3,900.00
T&T Tire	flat repair	FMF	21.25
Tallman, Michael	SCS 7/17 band	GF	1,620.00
The Birdsell Group	Belmont Ridge park project	PIF	5,717.00
The Greeley Publishing Co	yearly subscription 2014 Tribune	GF	72.80
The Humane Society	animal housing	GF	126.31
The Humane Society	animal housing	GF	252.62
The Pawnee Group	car wash tokens	FMF	78.00
The Water Shed	choke lever, trimmer rack	GF	405.12
Timberline Electric & Control	irrigation gate svc	WF	216.25
Tire Centers	flat repair	FMF	32.95
Tool & Anchor Supply	hardware for signs	GF	674.05
Two Men & a Truck	moving svc-Museum	GF	624.00
UMB card services	mtg refresh, key, wrench, subscription	GF	454.83
UMB card services	candy, mtg food, employment ads	GF	422.00
UMB card services	Arbor Day 5k/ mtg food, recertification	GF	364.63
UMB card services	nozzles, meeting food	GF	38.43
UMB card services	PW luncheon food, vehicle registration, class	GF	399.94
UMB card services	Staff lunch, mgmt training food	GF	136.07
UMB card services	credit for exam fee	GF	-425.00
UMB card services	table,photo fees,viedo, kit	GF	15.00
UMB card services	subscrip,dda website, bd mtg food379.81	GF	379.81
UMB card services	APA conf hotel refund	GF	5,610.40
UMB card services	printing, mtg food	GF	858.98
UMB card services	board lunch, mtg refresh	GF	84.24
UMB card services	recording fees	GF	44.47
UMB card services	staff development-software training food	GF	40.90
UMB card services	mtg lunches	GF	127.99
UMB card services	IPMA Membership, COE student last day lunch	GF	193.15
UMB card services	Coffee with Mayor	GF	139.00
UMB card services	Adaptive meals, tickets, supplies	GF	96.16
UMB card services	staff mtg food, signs, tests	GF	244.36
UMB card services	Senior trips, tickets, meals, supplies	GF	573.20
UMB card services	Senior meals, flowers, concess supplies	GF	1,381.37
UMB card services	marketing, exhibit, supplies, tables	GF	1,261.36
UMB card services	pool supplies, wellness promo	GF	3,734.16
UMB card services	truck supplies, lodging	GF	202.30
UMB card services	table,photo fees,video, kit	CIF	728.16
UMB card services	Adaptive meals, tickets, supplies	CRCF	25.00
UMB card services	pool supplies, wellness promo	CRCF	407.31
UMB card services	nozzles, meeting food	SF	104.53
UMB card services	PW luncheon food, vehicle registration, class	FMF	56.39
UMB card services	battery, lunch mtg	ITF	78.21
UMB card services	keyboards, malmwarebytes	ITF	5,253.57
UMB card services	tools	FS	2.31
UMB card services	subscrip,dda website, bd mtg food379.81	DDA	168.00
Unisource Worldwide	microfiber mops	FS	29.00
Unisource Worldwide	cleaners	FS	185.50
United Way	employee donation	GF	15.00

VENDOR	DESCRIPTION	FUND	AMOUNT
United Way	employee donation	GF	15.00
USA Blue book	wrenches, defuser, socket set	WF	626.86
USA Blue book	marking post	WF	460.34
Utility Notification center	locate transmissions	WF	497.25
Valdez, Fred	per diem-Conf in Glenwood	FMF	188.00
Valdez, Fred	reimb for conf lodging/mileage	FMF	404.32
Vazquez, John	CML conference per diem	GF	86.00
Verizon Wireless	Town billboard wireless	GF	22.08
Verizon Wireless	cell phone svc	GF	965.99
Verizon Wireless	cell phone svc	CRCF	30.49
Verizon Wireless	cell phone svc	ITF	171.25
Vermeer Sales & Service of Colo	tree spade rental	GF	2,652.00
Victory Sales	adaptive/staff/seasonal shirts, uniforms	GF	509.85
Victory Sales	lifeguard staff shirts	GF	807.60
Victory Sales	embroider jacket, CML shirts	GF	34.50
Waste Management of CO	recycle site pulls	GF	1,895.02
Water & Earth Technologies	rain gauge maint	SDF	2,070.00
WCC Enterprises	July 4th bubble tower	GF	1,000.00
Weld County Clerk & Recorder	filing fees	GF	66.00
Weld County Clerk & Recorder	filing fees	GF	31.00
Weld County Clerk & Recorder	filing fees	GF	11.00
Weld County Clerk & Recorder	filing fees	GF	11.00
Weld County Clerk & Recorder	filing fees	GF	61.00
Weld County Drug Task Force	municipal court collections May 2014	GF	847.00
Weld County Treasurer	property taxes	GF	11.66
Wendt, Brian	farmer's mkt musician 7/19	GF	50.00
West Publishing Corp	westlaw subscription May 2014	GF	679.00
Western Enterprises Inc	Fireworkds display remainder due	GF	12,000.00
Western States Land Services	force main consultant svcs	SF	362.74
Western States Land Services	land acquisition svcs	CIF	694.76
Willox, Tyler	DDA pkg lot improvements	DDA	1,129.06
Windsor Ace Hardware	event/garden/maint supplies, tools,wax,cord,vacuum,traps,stakes	GF	411.93
Windsor Ace Hardware	snap bolt, screw drivers, adapters, plugs	CIF	69.33
Windsor Ace Hardware	bulbs, detergent, mop	SF	65.24
Windsor Ace Hardware	bolts,cable,rope,paint,brush,tape,strap,plug,bucket,soaps	FS	143.98
Windsor Severance Fire Protection	Town's share of museum utility	GF	26.43
Windsor-Severance Fire Protections	fire dept building permit fee collections	GF	875.00
Wyoming Child Support Enforcement	wage assignment	GF	184.61
Xcel Energy	utilities	GF	31.16
Xcel Energy	utilities	GF	10,789.44
Xcel Energy	utilities	CRCF	6,410.65
Xcel Energy	utilities	SF	687.14
Xcel Energy	utilities	GF	27,602.12
Xcel Energy	utilities	WF	64.58
Xcel Energy	utilities	GF	19.39
Xerox Corp	monthly copier maint	ITF	3,301.36
			\$1,421,940.45
	PAYROLL		
	(wages/ 2 pay periods)		\$337,228.35
	TOTAL		\$1,759,168.80



MEMORANDUM

Date: July 14, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Joseph P. Plummer, AICP, Director of Planning
From: Josh Olhava, Associate Planner
Subject: Ordinance No. 2014-1475 – An Ordinance amending Section 16-21-20(c)(5) of the Windsor Municipal Code to redefine the calculation of outdoor accessory storage within the Limited Industrial (I-L) zoning district
Item #: C.1

Discussion:

At the June 23, 2014 regular meeting, the Town Board held a public hearing on and unanimously approved Ordinance No. 2014-1475 on first reading. A super-majority vote is required to adopt Ordinance No. 2014-1475 on second reading.

In order to make the code more user friendly for applicants as well as staff, the following subtractions from Section 16-21-20(c)(5) of the Municipal Code are proposed (for reference all text that is depicted as bold/strike-through is proposed to be eliminated):

Sec. 16-21-20. Use regulations.

(c) Accessory uses. Assuming approval of designated uses by right as aforesaid, the following shall be permitted accessory uses in the Limited Industrial I-L District:

- (1) Office, power supply and other such uses normally auxiliary to the principal industrial use.
- (2) Parking and service areas.
- (3) Accessory signs as otherwise regulated by this Code or the laws of the State.
- (4) Residential quarters for guards and caretakers.
- (5) Accessory outdoor storage that is normally auxiliary to the principal industrial use of the property. The total square footage of accessory outdoor storage in the Limited Industrial I-L District shall not exceed sixty-five percent (65%) of the total square footage of the property. ~~which shall be calculated as the combined total square footage of the footprint of all buildings, landscaping, paved parking and drive areas on the property.~~ Any such storage located adjacent to a public or private street shall utilize screen walls, earth berms, landscaping, opaque fencing and/or a combination thereof to completely screen the storage, and no such storage shall be visible above or between said methods of screening.....

Comprehensive Plan:

Commercial and Industrial Land Use Goal 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.

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

Public Hearing notifications for Planning Commission and Town Board public hearings were as follows:

- June 6, 2014 – legal notices posted on the Town of Windsor website
- June 6, 2014 – legal ad published in the paper

Recommendation:

Staff recommends that the Town Board approve Ordinance No. 2014-1475 on second reading as presented.

Attachments: ordinance

pc: Windsor Town staff

TOWN OF WINDSOR

ORDINANCE NO. 2014 - 1475

AN ORDINANCE AMENDING SECTION 16-21-20 (c) (5) OF THE *WINDSOR MUNICIPAL CODE* WITH RESPECT TO ACCESSORY OUTDOOR STORAGE AREAS

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 has in place a comprehensive system of land use regulations, the intention of which is to protect the public health, safety and welfare; and

WHEREAS, the regulation of land use within the Town’s Limited Industrial I-L zoning district is set forth in Chapter 16, Article XXI of the *Windsor Municipal Code* (“Code”); and

WHEREAS, the regulation of accessory uses within the Limited Industrial I-L zoning district is set forth in Section 16-21-20 (c) of the Code; and

WHEREAS, the Town Board and Planning Commission have each conducted public hearings as required by law with respect to an amendment of Section 16-21-20 (c) (5) of the Code; and

WHEREAS, the Planning Commission has presented its recommendation to the Town Board in this regard; and

WHEREAS, the Town Board believes that the within Ordinance is necessary to promote clarity in the requirements of the Code with respect to accessory outdoor storage areas normally auxiliary to the principal use; and

WHEREAS, the within Ordinance is deemed to promote the public health, safety and welfare.

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

Section 16-21-20 (c) (5) of the *Windsor Municipal Code* is hereby repealed, amended and re-adopted to read as follows:

- (5) Accessory outdoor storage that is normally auxiliary to the principal industrial use of the property. The total square footage of accessory outdoor storage in the Limited Industrial LI District shall not exceed sixty-five percent (65%) of the total square footage of the property. Any such storage located adjacent to a public or private street shall utilize

screen walls, earth berms, landscaping, opaque fencing and/or a combination thereof to completely screen the storage, and no such storage shall be visible above or between said methods of screening. Chain-link fencing with slats shall not be considered adequate opaque fencing. Additionally, such outdoor storage areas may be surfaced with aggregates or recycled asphalt meeting CDOT Class 5 or 6 aggregate base course gradation, or any subsequent amendments thereto. Such surface materials shall require a plan for perpetual maintenance and dust abatement to be approved by the Engineering Department. However, all areas which are designed to be used for parking of vehicles and all interior drives connecting such parking areas shall be paved with asphalt or concrete. For the purposes of this Section, portions of the aggregate surface outdoor storage area may be utilized for parking of company-owned vehicles with a valid state license plate upon identification and Town approval of a site plan application. Such areas for parking of company-owned vehicles as identified on the approved site plan shall not be included in the calculation of outdoor storage for the site.

Introduced, passed on first reading, and ordered published this 23rd day of June, 2014.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 14th day of July, 2014.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: July 14, 2014
To: Mayor and Town Board
Via: Regular meeting materials, July 14, 2014
From: Ian D. McCargar, Town Attorney
Re: Nuisance Code amendments
Item #: C.2

Background / Discussion:

Staff is recommending revisions to the Chapter 7, Article I of the *Windsor Municipal Code*, known generally as the Nuisance Code. On July 7, 2014, these revisions were presented for review and discussion, with a direction to place a Code revision before you for first reading.

These revisions are intended to provide greater notice and hearing rights than are currently in place. Although there will still be the ability to enter into property on very limited notice in emergency situations, most nuisance violations will fall into the proposed new rules.

The proposed amendments give the property owner and occupant a right to hearing prior to Town representatives entering the property for non-emergency nuisance abatement activity. Notice can be mailed or contained within a summons into the Municipal Court. Either way, the proposed amendments give the property owner/occupant a pre-abatement hearing in non-emergency situations.

Both Chief Michaels and Town Prosecutor Emil have actively participated in drafting these Code amendments, and both are satisfied that these new provisions are an improvement in this area.

Financial Impact: None.

Relationship to Strategic Plan: Community Spirit and Pride.

Recommendation: Adopt the attached Ordinance on first reading.

Attachments: Ordinance No. 2014-1476 –An Ordinance Repealing, Amending and Re-Adopting Sections 7-1-40 and 7-1-50 of the Windsor Municipal Code with Respect to the Abatement of Nuisances Within the Town of Windsor

TOWN OF WINDSOR

ORDINANCE NO. 2014-1476

AN ORDINANCE REPEALING, AMENDING AND RE-ADOPTING SECTIONS 7-1-40 AND 7-1-50 OF THE *WINDSOR MUNICIPAL CODE* WITH RESPECT TO THE ABATEMENT OF NUISANCES WITHIN THE TOWN OF WINDSOR

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

WHEREAS, the Town has in place a comprehensive regulatory system for the use of property within its corporate limits, the purpose of which is the protection of the public health, safety and welfare; and

WHEREAS, Chapter 7, Article I of the *Windsor Municipal Code* (“Nuisance Code”) addresses the manner in which private property may be entered by Town representatives for the purpose of abating nuisances found therein; and

WHEREAS, the Town Board is sensitive to the requirements of due process whenever Town representatives enter into privately-held property, particularly with respect to basic principles of notice, right to hearing and an impartial decision-maker; and

WHEREAS, the Town Prosecutor and Chief of Police have recommended revisions to certain sections of the Nuisance Code, in order to better-observe due process and provide for the fair disposition of nuisance violations; and

WHEREAS, the Town Board has reviewed the proposed revisions set forth herein, and believes that adoption of this Ordinance promotes the public health, safety and welfare.

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

Section 1. Section 7-1-40 of the *Windsor Municipal Code* is hereby repealed, amended and re-adopted to read as follows:

Sec. 7-1-40. Notice to owner; failure to comply; issuance of citation; procedure.

- (1) **Imminent or emergency matters.** In the event a nuisance exists under this Article which presents an imminent threat to the public health, safety or welfare, the following procedures shall be followed:

- (a) **Authorization.** The Windsor Police Department may apply under oath to the Municipal Court for an *ex parte* order authorizing immediate abatement of the nuisance. The Municipal Judge is empowered to administratively issue *ex parte* orders for the immediate abatement of any nuisance which presents an imminent threat to the public health, safety or welfare.
- (b) **Determination administrative.** In conjunction with the application for an *ex parte* order under sub-section (1) (a) of this Section, the Windsor Police Department may issue a citation to the property owner, the property occupant, or both. Notwithstanding the issuance of a citation under this sub-section, the determination and issuance of an *ex parte* order shall remain an administrative matter except as provided below.
- (c) **Contents.** Every *ex parte* order issued pursuant to this sub-section (1) shall authorize the immediate abatement of any such nuisance, and shall contain a finding by a preponderance of the evidence that a nuisance exists upon the subject property which presents an imminent threat to the public health, safety or welfare, shall recite the facts supporting such a finding, and shall be supported by sworn testimony or affidavit upon personal knowledge.
- (d) **Mailing and posting.** The Municipal Court shall mail a copy of every *ex parte* order issued pursuant to this sub-section (1) within twenty-four (24) hours of its issuance to the property owner address as maintained by the County Assessor's Office by first class United States mail. The Municipal Court shall further direct the Windsor Police Department to post a copy of such *ex parte* order in a conspicuous location upon the premises.
- (e) **Right to hearing; No citation; Administrative Procedure.** Every *ex parte* order issued pursuant to this sub-section (1) shall contain a notice to the property owner that upon written request, a hearing before the Municipal Court will be scheduled. Such property owner's request for hearing shall be in writing, shall contain the requestor's mailing address and shall be delivered to the Municipal Court within ten (10) days of the mailing specified in subsection (1) (d) above. Upon receipt of the property owner's request for a hearing, the Municipal Court shall schedule a hearing and provide written notice of the same to the Municipal Prosecutor, who shall represent the Town in the matter. The court shall also provide written notice of the hearing date and time to the requesting property owner by first-class United States mail to the address appearing on the request for hearing. Failure of the

property owner to request a hearing as provided in this subsection within ten (10) days of issuance the *ex parte* order shall be deemed a waiver of any objections to the *ex parte* order authorized in this Section, and shall be deemed a waiver of any objections to the Town's lien rights for nuisance abatement costs provided in Section 7-1-50. In cases in which a citation is issued to the property owner, the determination of guilt or innocence, and the amount, if any, of nuisance abatement costs to which the Town may be entitled shall be determined as provided in sub-section (1) (f) below.

At the administrative hearing, the following provisions shall apply:

- i. The Municipal Court shall determine whether, based on a preponderance of the evidence, a nuisance existed upon the subject property and, if so, whether the Town should have been authorized to enter upon the subject property for the purpose of abating the nuisance. The property owner shall be given an opportunity to be heard and present evidence on these questions. Upon a finding in the affirmative on both questions, the Municipal Court shall order determining that the entry and abatement was lawful, assessing the costs of nuisance abatement, and authorizing the remedies available under Section 7-1-50.
- ii. In the event that the administrative hearing results in a finding that no nuisance constituting an imminent threat to the public health, safety and welfare existed at the time the *ex parte* order was issued, the Municipal Court shall make such a finding and shall deny the Town any right to recover nuisance abatement costs incurred by the Town in conjunction with the matter. In this event, the Town shall have no lien rights.

(f) **Right to hearing/Citation Issued/Criminal Procedure.** In cases in which a citation has been issued to the property owner, the determination of a nuisance prohibited by this Article shall be made in conjunction with the usual and customary practices of the Municipal Court presiding in criminal matters. In the event of a conviction, or approval of a deferred sentence, arising out of any citation issued for a violation of this Article, as a condition of sentencing or deferral, the Municipal Court shall order the defendant to pay all costs incurred by the Town for abatement of the nuisance in addition to any other sentence or assessment of court costs. The standard of proof for determination of the amount

of nuisance abatement costs shall be by a preponderance of the evidence as a sentencing matter.

- (g) **Determination final, lien rights, citation to owner.** In cases in which a citation is issued to the property owner, and a conviction, or deferred sentence results, the Municipal Court's determination of nuisance abatement costs made in accordance with sub-section (1) (e) above shall be final, and shall entitle the Town to enforcement of such sums as provided in Section 7-1-50 below, including the right to a lien for such sums.
 - (h) **Determination final, lien rights, citation to occupant(s).** In cases in which a citation is issued to the property occupant(s), and a conviction, or deferred sentence results, the court's determination of nuisance abatement costs made in accordance with sub-section (1) (f) above shall be final, and shall entitle the Town to enforcement of such sums as provided in Section 7-1-50 below. In such cases, the Town's enforcement remedies shall include the right to a lien for such sums.
- (2) **Non-emergency matters.** For all cases in which a nuisance exists under this Article which is not alleged or found to be an imminent threat to the public health, safety or welfare, the procedures set forth in this sub-section (2) shall be followed.
- (a) **Notice.** The Town shall give notice to every person owning any lots, tracts or parcels of land within the Town, upon receiving notification from any source that a nuisance exists in violation of the provisions of this Chapter. Said notice shall direct the person to comply with the provisions of this Article within five (5) days after the date of such notice if the property owner resides within the Town and seven (7) days if the property owner resides outside the Town. Every notice issued pursuant to this sub-section (2) shall state that, if the work required is not done within the time specified, the Town shall cause the same to be done at the expense of the property owner. The notice required by this sub-section shall state that the cost of such work shall constitute a lien upon such property as provided in Section 7-1-50 below.
 - (b) **Citation, notice without citation.** The Windsor Police Department may (but shall not be required to) issue a citation to the property owner, the property occupant, or both. In cases in which no citation is issued to the owner or occupant, or both, of the property, the notice given pursuant to sub-section

(2) (a) shall set forth a date and time certain at which the Windsor Police Department or Town Prosecutor will appear before the Municipal Court to obtain an order for entry into the property and abatement of the nuisance. In cases in which a citation is issued to the owner or occupant, or both, of the property, the return date on the citation shall serve as the date upon which the Windsor Police Department or Town Prosecutor, will appear before the Municipal Court to obtain an order for entry into the property and abatement of the nuisance.

- (c) **Notice, service.** Every notice issued pursuant to sub-section (2) (a) shall be served by mailing a copy of the notice via first-class United States mail to the record owner of such property as maintained by the County Assessor's Office, and by posting on the property in a conspicuous place. Service on one owner of the property shall be deemed service on all owners.
- (d) **Authority to issue administrative orders, mailing and posting.** The Municipal Court Judge is empowered to issue administrative orders for the abatement of any nuisance determined to exist under this sub-section (2), after notice and an opportunity for hearing as described herein. Every such order shall be mailed by the Municipal Court within twenty-four (24) hours of its issuance to the property owner address maintained by the County Assessor's Office by first-class United States mail. At or prior to the time of nuisance abatement by the Town, a copy of the administrative order for nuisance abatement shall be posted on the property in a conspicuous place.
- (e) **Disposition of citation.** In cases in which a citation has been issued to the property owner, the determination of a nuisance prohibited by this Article shall be made in conjunction with the usual and customary practices of the Municipal Court presiding in criminal matters. In the event of a conviction or approval of a deferred sentence arising out of any citation issued for a violation of this Article, the Municipal Court shall order that the Town may immediately enter into the property for the purpose of nuisance abatement. As a condition of sentencing, the Municipal Court shall order the defendant to pay all costs which may be incurred by the Town for abatement of the nuisance in addition to any other sentence or assessment of court costs.

Section 2. Section 7-1-50 of the *Windsor Municipal Code* is hereby repealed, amended and re-adopted to read as follows:

Sec. 7-1-50. Lien for nuisance abatement costs.

- (1) **Lien Certification, administrative matters.** In all cases in which the determination of nuisance abatement costs is made by the Municipal Court as an administrative matter, the Municipal Court shall issue a Certification of Nuisance Abatement Costs containing the amount of nuisance abatement costs determined as due and owing to the Town. Such Certification shall be mailed by the Municipal Court by first-class United States mail to both the owner of the property and to the property address if different from the owner's address. Such Certification may be recorded in the books and records of the County Clerk and Recorder as evidence of the principal amount due.
- (2) **Lien Certification, disposition of citations.** In all cases where the determination of nuisance abatement costs is made by the Municipal Court in the context of criminal sentencing, the Municipal Court shall issue a Certification of Nuisance Abatement Costs containing the amount of nuisance abatement costs determined as due and owing to the Town. Such Certification shall be mailed by the Municipal Court by first-class United States mail to both the owner of the property and to the property address if different from the owner's address. Such Certification may be recorded in the books and records of the County Clerk and Recorder as evidence of the principal amount due.
- (3) **Lien Certification, enforcement of sentencing orders.** In all cases where the Municipal Court has issued a sentencing order pursuant to Section 7-1-40 (2) (e), a representative of the Windsor Police Department shall certify under oath in writing, the costs of nuisance abatement incurred by the Town in carrying out such order. Such Certification may be recorded in the books and records of the County Clerk and Recorder as evidence of the principal amount due.
- (4) **Lien perpetual.** The amount of any nuisance abatement costs incurred by the Town pursuant to this Article shall constitute a perpetual lien on the property upon which nuisance abatement measures were undertaken in accordance with this Article.
- (5) **First and prior lien; rate of interest.** The attachment of such lien is not dependent on the recording of written notice, and the lien is prior and superior to all other

liens, claims, titles and encumbrances, whether or not prior in time, except liens for general taxes. The lien remains attached to the property from the date the nuisance abatement costs are incurred until all nuisance abatement costs, together with simple interest at the rate of eight percent (8%) per annum from the date the costs were incurred, are paid.

- (6) **Owner responsibility; lien not affected by changes in ownership.** The Town is not required to seek payment of nuisance abatement costs from any person other than the owner of the property. No change of ownership, occupancy or possession affects the application of this Section, and the failure of any owner to discover that property was purchased against which a lien for nuisance abatement costs exists in no way affects such owner's liability for payment in full.
- (7) **Foreclosure rights.** The Town may enforce its lien by a suit for foreclosure and sale of the property subject to the lien. The proceeds of the sale shall be applied to the unpaid nuisance abatement costs and allowable court costs in the manner provided for foreclosure of statutory liens.
- (8) **Tax assessment rights.** The lien may also be enforced by certification of assessment upon the property to the treasurer of the county wherein the property is located for collection by the county in the same manner as delinquent general taxes and special assessments upon such property are collected or by any other means provided by law.
- (9) **Civil suit.** Unpaid nuisance abatement costs, together with simple interest at eight percent (8% per annum and costs of collection, may also be collected by civil suit against the owner of the property, commenced at any time after the charges become due.
- (10) **Remedies not exclusive.** The remedies provided under this Section are cumulative and supplemental to each other.

Introduced, passed on first reading and ordered published this 14th day of July, 2014.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Passed on second reading, and ordered published this 28th day of July, 2014.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: July 14, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dean Moyer, Director of Finance
Re: Tap Fee Increase Implementation
Item #: C.3.

Background / Discussion:

At a work session on June 16, 2014 we talked about implementing proposed increases in water and sewer tap fees. The increase proposed at the time was \$2,675 for a $\frac{3}{4}$ inch water tap and \$700 for the same size corresponding sewer tap as shown in the chart.

Plant Investment Fees

	<u>2013 Existing</u>	<u>2014 Proposed</u>	<u>Dollars Difference</u>	<u>Percentage Difference</u>
Water	\$6,725	\$9,400	\$2,675.00	39.78%
Sewer	\$3,700	\$4,400	\$700.00	18.92%

We talked about spreading the increase over two years, splitting the larger water tap increase over two years while taking the whole increase in the sewer tap in the first year.

While we did not speak specifically about the larger taps at the meeting on the 16th, updated fees are presented tonight on the same implementation schedule and theory as the $\frac{3}{4}$ " tap fees. Historically, and as with all rate increases, we base the initial calculation on the $\frac{3}{4}$ inch tap because it is the most common. We then apply the same increase to the larger taps based on size ratio to the $\frac{3}{4}$ inch tap. The chart and adopting resolution are attached.

Financial Impact:

The first round of increases will go into effect on January 1, 2015. The second round happens on January 1, 2016.

Relationship to Strategic Plan:

Pursue Water Independence

Recommendation:

Approve the resolution as presented.

Attachments:

None

TOWN OF WINDSOR

RESOLUTION NO. 2014-37

A RESOLUTION APPROVING AND ADOPTING REVISIONS TO THE SCHEDULE OF WATER AND SEWER PLANT INVESTMENT FEES IMPOSED BY THE TOWN OF WINDSOR

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

WHEREAS, the Town operates its Water Utilities Enterprise and Sanitary Sewer Utilities Enterprise in accordance with Colorado law; and

WHEREAS, the Town imposes certain fees necessary for the responsible operation of these Enterprises, including Plant Investment Fees used for infrastructure and system capacity demands; and

WHEREAS, the Town has seen significant growth in the past seven years, during which time Plant Investment Fees have not been reviewed, adjusted or modified; and

WHEREAS, the Town’s Finance and Engineering Departments are largely responsible for the administration of Plant Investment Fees; and

WHEREAS, the Town’s Finance and Engineering Departments have reviewed the Town’s water and sewer Plant Investment Fee structure; and

WHEREAS, the Director of Finance has presented the results of the review to both the Water and Sewer Board and the Town Board; and

WHEREAS, the resulting fee schedule has been reduced to writing in the attached Exhibit A, entitled, “Town of Windsor Water and Sewer Plant Investment Fee Schedule”, the contents of which are incorporated herein by this reference as if set forth fully; and

WHEREAS, the Town Board believes that water and sewer Plant Investment Fees should be adjusted as provided herein, to assure that the cost of infrastructure and capacity are sufficiently defrayed by those benefitted by it.

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

1. The Town Board hereby adopts the attached Town of Windsor Water and Sewer Plant Investment Fee Schedule, incorporated herein by this reference as if set forth fully, which shall apply to all applications for land use approvals submitted on and after the dates set forth below.
2. The Town Board directs that any Plant Investment Fee increases set forth in the attached Town of Windsor Water and Sewer Plant Investment Fee Schedule shall be implemented in stages as follows:

- a. The entire increase in the Town's Sewer Plant Investment Fee for each tap size shall be implemented effective January 1, 2015.
 - b. The Water Plant Investment fee increase for each tap size shall be divided into two (2) equal amounts, with the first one-half (1/2) being imposed effective January 1, 2015, and the remaining one-half (1/2) being imposed in addition to the first increment effective January 1, 2016.
3. Notwithstanding the graduated schedule of fee increases set forth above, nothing herein shall be deemed to deny or restrain the Town Board in the establishment or amendment of water and sewer plant investment fees at any time.
 4. The fees established by this Resolution shall supersede any such fees established by previous Town Board resolution.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of July, 2014.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Town of Windsor Water and Sewer Plant Investment Fee Schedule

Proposed Plant Investment Fee Schedule January 1, 2015		
Meter Size	Sewer Plant Investment Fee	Water Plant Investment Fee
¾"	\$4,400	\$8,063
1"	\$7,128	\$13,062
1 ½"	\$16,808	\$30,801
2"	\$27,676	\$50,716
3"	\$60,984	\$111,753
4"	\$105,028	\$192,464
Taps over 4" will be considered individually		

Proposed Plant Investment Fee Schedule January 1, 2016		
Meter Size	Sewer Plant Investment Fee	Water Plant Investment Fee
¾"	\$4,400	\$9,400
1"	\$7,128	\$15,228
1 ½"	\$16,808	\$35,908
2"	\$27,676	\$59,126
3"	\$60,984	\$130,284
4"	\$105,028	\$224,378
Taps over 4" will be considered individually		



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Windsor
Colorado**

For the Fiscal Year Beginning

January 1, 2014

Executive Director



M E M O R A N D U M

Date: July 14, 2014
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture
Re: CRC Expand Public Meetings
Item #: D.2.a.

Background / Discussion:

As you know, we have continued to host public meetings and outreach regarding the proposed expansion of the Community Recreation Center. Upcoming events, in addition to Concerts, Farmer's Market swim lessons, Coffee with Mayor and Senior Lunches include:

July 22nd	CRC	7-8pm
August 6th	CRC	6-7pm

In general, people are pleased with the information and many had already received mailers or other information. Financial questions seem to be the most prevalent, as well as interest in weight equipment. Attached is

As far as other communication, below is a timetable:

- Letter to key influencers – sent
- Letter to registered voters – sent
- Media feature articles – 6/15 Windsor Now!, 6/22 Beacon
- Newsletter to registered voters – sent
- Utility bill inserts – August
- Survey to registered voters – sent (results to be presented 7/28)

Financial Impact:

As per approved expenditures:

<i>Item</i>	<i>Budget</i>	<i>Actual</i>
Rack Cards	\$699.44	\$855.83
Posters	\$352.12	\$241.95
Postcards	\$267.02	\$0
Utility Bill insert - August	\$350.00	\$350.00 (anticipated)
Mailing #1 (Key Influencers)	\$500.00	\$500.00 (anticipated)
Mailing #2 (Active voters)	\$5,148.00	\$2,736.02
Mailing #3 (Newsletter)	\$4,290.00	\$3,677.28
Mailing #4 (Survey)	\$5,460.00	\$4, 616.28
TOTAL	\$17,066.58	\$12,977.36

Relationship to Strategic Plan:

Goal 1F

Recommendation:

N/A – for info only

Attachments:

- b. Summary of CRC public questions to date

2014 CRC Proposed Expansion Outreach Questions

Date	Source	Questions/Comment
6/12	Email	Are any of the Energy Companies contributing or their service companies? They do in other communities they operate in and where their employees are living. That is one of the first questions we have.
6/12	Public Meeting- Library	What is the length of time for sales tax to raise the \$16.1 million?
6/12	Public Meeting- Library	Is all the money for construction or is part for subsidy?
6/12	Public Meeting- Library	The bond payment has been subsidized from the General Fund in the past. How do we know that we won't have to continue to subsidize the debt?
6/12	Public Meeting- Library	What other Town projects are there to compete with? Are there other bonds outstanding?
6/12	Public Meeting- Library	Do we currently charge people to use our facility? What about in the future?
6/12	Public Meeting- Library	Is this facility going to be open to Windsor residents only? Will non-residents pay more?
6/12	Public Meeting- Library	Sales Tax clarification – will there be a split for bond funding and operations?
6/12	Public Meeting- Library	What types of additional programs can occur with this expansion?
6/12	Public Meeting- Library	If this calls for a 20 year bond, will we get a 20 year quality pool?
6/12	Public Meeting- Library	Is this competition to other private entities in Windsor?
6/18	Open House - CRC	What is the Town's current bond rating?
6/18	Open House - CRC	What is the interest rate on the current CRC bond?
6/18	Open House - CRC	What is the anticipated cost recovery compared to current?
6/24/14	Public Meeting – CRC	What are the water components of the Aquatics expansion? How deep will the pools be? Will they accommodate deep water aerobics?
6/24/14	Public Meeting – CRC	Will the Gym Addition have pickle ball lines?
6/24/14	Public Meeting – CRC	What is the sales tax of surrounding communities?
6/24/14	Public Meeting – CRC	How do we get involved to spread the word?
6/24/14	Public Meeting – CRC	Are you going to build it with all of the bells and whistles? If no, why not?
6/24/14	Public Meeting – CRC	Is it possible to make Chimney Park Pool indoor with a bubble?

2014 CRC Proposed Expansion Outreach Questions

6/24/14	Public Meeting – CRC	Will there be a design committee?
6/24/14	Public Meeting – CRC	Is the Town currently looking into private donations?
7/9/14	Public Meeting – PVREA	Will there be an impact on the current programming at the Community Recreation Center during the construction phase?
7/9/14	Public Meeting – PVREA	Are there other projects within the Town and Parks that will be pushed further down on the list if this project moves forward?
7/9/14	Public Meeting – PVREA	The sales tax increase for the project was 1% last year and is now .75%. What made this change?
7/9/14	Public Meeting – PVREA	During construction of the expansion what if you exceed the budgted \$16.1 million?
7/9/14	Public Meeting – PVREA	What does the Town’s reserve fund look like?
7/9/14	Public Meeting – PVREA	Will there be other competing questions on the November ballot?
7/9/14	Public Meeting – PVREA	Will there be designated pickle ball courts in the expanded facility?
7/9/14	Public Meeting – PVREA	Are there any plans for additional Health/Fitness and Wellness programs in the future programming?



Liquor Licensing Authority

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: June 22, 2014

RE: Windsor Local Liquor Licensing Authority- 2d quarter 2014 report

Dear Mayor and Board Members:

I want to update you on the activities of the Windsor Liquor Licensing Authority (LLA) that have occurred since my last report in March 18, 2014.

Renewals: This quarter, 6 license renewals were approved on consent:

- *Wing Shack Windsor* (Beer and Wine license)
- *Firestation Restaurant* (Concession license)
- *Italian Grill* (Hotel/ Restaurant license)
- *Sol de Jalisco* (Hotel/ Restaurant license)
- *Sala Thai* (Hotel/Restaurant license)
- *Okole Maluna Hawaiian Grill* (Hotel/Restaurant license)

The following renewal application was granted on the Regular agenda:

- *Weld County Enterprises d/b/a Corner Liquors*- the Licensee at the meeting to address the Authority regarding previous violations.

New application:

- *Summit Entertainment of Northern Colorado* was granted a Hotel/Restaurant license located at 4455 Fairgrounds Ave after a public hearing and testimony from the applicants, conditioned on satisfactory inspection once construction is complete and upon continued compliance with the liquor code, rules and municipal ordinances.

License Transfers:

- *JD Investments Inc. and 7-Eleven, Inc.* requested a transfer of the 7-Eleven, Inc. 3.2% Beer off-premises license. After a public hearing and testimony by the applicants, the transfer was granted.



Liquor Licensing Authority

Tastings Permits: There were no tasting permits granted this quarter.

Special Events Permits: There were 3 special event permits granted this quarter.

- *Our Lady of the Valley of the Knights of Columbus* was granted a SEP for an event on May 16, 2014.
- *Pelican Fest/Athletes in Tandem* was granted a SEP for an event on May 24, 2014.
- *Taste of Windsor/Northern Colorado Soccer Club* was granted an SEP for an event on July 17, 2014. The Authority also granted a contingency rain date for the event for July 25, 2014.

Show Cause Hearings: There were no show cause hearings requested or scheduled this quarter.

As always, please feel free to contact me anytime if you have any questions or concerns.

Respectfully submitted,
Teresa Ablao



HOUSING

STATE OF COLORADO

John W. Hickenlooper, Governor

Department of Local Affairs
Reeves Brown, Executive Director

Division of Housing
Pat Coyle, Director

June 23, 2014

The Honorable John Vazquez, Mayor
Town of Windsor
301 Walnut Street
Windsor, CO 80550

TB
communications

Re: Windsor Meadows Apartment Homes – CDBG Contract Monitoring – 13-008

Dear Mayor Vazquez:

On May 28, 2014, Justine Willman conducted a monitoring visit with Joe Plummer, Moofie Miller, Jeff Feneis, and Angie Shafranek to review CDBG #13-008/Windsor Meadows Apartment Homes. The monitoring included the following areas of compliance:

- Project Start-up
- Beneficiary and Rent Use Covenant
- Financial Management
- Reporting
- Environmental Review
- Civil Rights
- Sub-grantee Management
- Program Guidelines
- Revolving Loan Fund
- Client Eligibility
- Immigration
- Property Standards

Administrative Review

During the administrative review, Justine confirmed that there were no outstanding findings or concerns from the quarterly desk monitoring of this project. The administrative review revealed that financial records are in order and reports were submitted in a timely and accurate manner. To complete our file, please provide a copy of the town's 2013 audit which Justine was told should be complete by June 30, 2014.

At the time of the visit, the vacancy rate for the property was 0% (0 vacancies).

Homeowner File Review

Overall, the family files were in good order and easily monitored. The family files for units A2 and B8 were audited, and the following was discovered:

The two files reviewed were in order.



HQS Inspections

Units A3, B5, C4, G4 and F4 were inspected, with the following results:

Unit A3 PASS

Unit B5 PASS

Unit C4 PASS

Unit G4 PASS with Comment

Front Door

Comment: The front door weather stripping is coming loose.

Corrective Action: Please repair the weather stripping around the front door. Please provide documentation to Justine by July 25, 2014 showing that the repair is complete.

Unit F4 PASS with Comment

Kitchen

Comment: The faucet is loose and needs to be tightened.

Corrective Action: Please repair the faucet and provide documentation to Justine by July 25, 2014 showing that the repair is complete.

The following documents are still needed for project close-out:

- CDBG Project Completion Report
- Final Financial Status Report
- Final Pay Request form
- Deobligation Request (if applicable)
- Section 3 Summary Report HUD – 60002
- MBE/WBE Report – HUD 2516
- Section 504 Self-Evaluation for Loveland Housing Development Corporation
- Notarized proof of publication for post-award hearing and hearing minutes

The affordability period for the two CDBG assisted units is for 30 years from the date of project close out.

I would like to thank you, Moofie, Jeff and Angie for the cooperation and assistance provided to Justine during her monitoring visit. We wish you continued success in your housing projects.

Sincerely,



Carrie Kronberg
Portfolio Manager

cc: Joseph Plummer, Town Planning Director
 Moofie Miller, Loveland Housing Authority
 Justine Willman, DOLA

TB communications

This is a monthly status report that will be provided in communications.
- Kelly Avudd

PROJECT UPDATE REPORT

DATE: July, 2014

PROJECT: Northern Integrated Supply Project-
NEPA Phase

CONTACT: Carl Brouwer

PURPOSE: Complete the National Environmental Policy Act (NEPA) phase of the project and obtain a Record of Decision that will allow the project to be implemented.

PROJECT STATUS:

- Participation for the 15 participants is 40,000 acre-ft of permitted yield.
- A Supplemental DEIS will be prepared for the Project.
- **ERO is writing the SDEIS and Technical Reports. January 2015 for SDEIS.**

BUDGET ACTIVITY:

Category	ERO	NW	TRMWF	Ciruli&Sigler	Other	Total
Budget	\$ 634,000	\$ 250,000	\$ 80,000	\$ 50,000	\$ 30,000	\$1,044,000
January	\$ 80,678	\$ 20,721	\$ 8,103	\$ 175	\$ -	\$ 109,678
February	\$ 137,687	\$ 20,877	\$ 5,050	\$ 7,848	\$ -	\$ 171,462
March	\$ 140,328	\$ 25,589	\$ 4,144	\$ 919	\$ -	\$ 170,979
April	\$ 81,213	\$ 19,939	\$ 2,475	\$ -	\$ 468	\$ 104,094
May	\$ 83,013	\$ 16,620	\$ 1,813	\$ 7,921	\$ -	\$ 109,367
June	\$ -	\$ -	\$ -	\$ -	\$ 370	\$ 370
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure to Date	\$ 522,919	\$ 103,746	\$ 21,584	\$ 16,863	\$ 838	\$ 665,951
Budget Remaining	\$ 111,081	\$ 146,254	\$ 58,416	\$ 33,137	\$ 29,162	\$ 378,049
% Spent	82%	41%	27%	34%	3%	64%

An additional \$500,000 has been requested of the Participants for 2014 to complete technical reports and the completion of SDEIS.

2 pages →

ACTIVITY:

- **Draft Chapters 1 and 2 of the SDEIS have been put out for review by NW and the cooperating agencies.**
- **Hydros is working on temperature analysis and GEI on constituent analysis to adequately address water quality issues for SDEIS. Will model in more detail for the 401 Certification following the SDEIS.**
- **Northern Water reviewing reports and working on Corps mitigation.**
- **Working on alternative ditch company conveyance approaches to satisfy concerns and provide compensation.**
- **Meetings with various interest groups, newspapers, and other media.**

OUTSTANDING ISSUES:

- **Time in bringing the permitting phase to a conclusion.**
- **Continuing effort is being made by opponents to stop NISP.**

FUTURE ACTION:

- **Determine appropriate mitigation plan to meet the needs of the Corps and the State.**
- **Determine when to begin design activities.**
- **Work out agreements with New Cache and Larimer and Weld Ditch Companies.**