



TOWN BOARD REGULAR MEETING
April 27, 2015 - 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. Arbor Day Poster & Poetry Contest Recognition
4. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
5. Board Liaison Reports
 - Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate
 - 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; Planning Commission
 - Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
 - Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
6. Proclamation for National Preservation Month
7. Invited to be Heard

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

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

B. CONSENT CALENDAR

1. Minutes of the April 13, 2015 Regular Town Board Meeting – P. Garcia
2. Advisory Board Appointments – P. Garcia
3. Resolution No. 2015-27 - A Resolution Approving The Acquisition Of Easements For The Law Pre-Disaster Mitigation Project, And Authorizing Individuals To Execute Same – I. McCargar

4. Resolution No. 2015-28 - A Resolution Approving The Acquisition Of Easements For The Law Basin West Tributary Project, And Authorizing Individuals To Execute Same – I. McCargar
5. Resolution No. 2015-29 - A Resolution Ratifying, Approving, And Confirming The Terms And Conditions Of An Agreement For The Establishment Of The Northern Colorado USA Pro Challenge Local Organizing Committee – M. Chew

C. BOARD ACTION

1. Windsor Severance Historical Society – Public Art Presentation
2. Public Hearing – Ordinance No. 2015-1496 - Amending International Residential Code Section R310.2, Adopted by Reference in Chapter 18, Article III of the Windsor Municipal Code, with respect to basement window wells
 - Staff presentation: Scott Ballstadt, Interim Director of Planning
3. Ordinance No. 2015-1496 – An Ordinance Amending International Residential Code Section R310.2, Adopted by Reference in Chapter 18, Article III of the Windsor Municipal Code, with respect to basement window wells
 - First reading
 - Legislative action
 - Staff presentation: Scott Ballstadt, Interim Director of Planning
4. Ordinance No. 2015-1497 – An Ordinance Establishing The Amount Of Compensation For Town Board Members And The Mayor Of The Town Of Windsor, Colorado, Pursuant To The Town Of Windsor Home Rule Charter
 - First reading
 - Legislative action
 - Staff presentation: Kim Emil, Assistant Town Attorney
5. Financial Report March 2015
 - 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. EXECUTIVE SESSION

An executive session pursuant to Colorado Revised Statutes § 24-6-402 (4)(b) to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions concerning a request for interpretation of an intergovernmental agreement between the Town of Windsor and City of Fort Collins (K. Arnold; Ian McCargar)

F. ADJOURN

Preservation Month Proclamation

Whereas, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

Whereas, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

Whereas, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

Whereas, "History in the Making: Celebrating Youth in Preservation" is the theme for National Preservation Month 2015, cosponsored by Town of Windsor, Colorado and the National Trust for Historic Preservation.

NOW, THEREFORE, THE TOWN OF WINDSOR, COLORADO,
DOES HEREBY PROCLAIM MAY 2015 AS

National Preservation Month

IN RECOGNITION AND CELEBRATION OF WINDSOR'S RICH HERITAGE AND
UNIQUE HISTORIC STRUCTURES.

Dated this _____ day of _____ 2015

Mayor



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Minutes

A. CALL TO ORDER

Roll Call Mayor Vazquez called the meeting to order at 7:04 p.m.

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

Also present:

Town Manager	Kelly Arnold
Town Attorney	Ian McCargar
Town Clerk/Assistant to Town Manager	Patti Garcia
Communications/Assistant to Town Manager	Kelly Unger
Chief of Police	John Michaels
Director of Economic Development	Stacy Johnson
Director of Engineering	Dennis Wagner
Director of Public Works	Terry Walker
Director of Parks, Recreation & Culture	Melissa Chew
Assistant Town Attorney/ Town Prosecutor	Kim Emil

2. Pledge of Allegiance
Town Board Member Morgan led the Pledge of Allegiance.
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
Town Board Member Melendez motioned to approve the Agenda as presented; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Rose, Morgan, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.
4. Board Liaison Reports
- Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate
Mayor Pro Tem Baker reported that the Water & Sewer Board had met April 8, 2015 to regroup on issues discussed last month including native water supplies, reducing landscape standards and how to pay for the water supply.
 - Town Board Member Morgan – Parks, Recreation & Culture (PRCAB); Great Western Trail Authority

Town Board Member Morgan reported that PReCAB had met April 7, 2015 at which they approved two resolutions; one was for Healthy Lungs at Play Day and the other was adopting a policy regarding private or for-profit enterprises that use the Community Recreation Center for financial gain. A second part of the policy, which is being discussed further, revolved around the for-profit activities in outdoor parks. Mr. Morgan did not have an update for the Great Western Trail Authority.

- Town Board Member Melendez – Downtown Development Authority (DDA); Chamber of Commerce

Town Board Member Melendez reported that the DDA would be meeting on Wednesday at 7:30 am in the first floor conference room. She stated that the Chamber of Commerce met on Wednesday at which they discussed various items including the new mission statement. Ms. Melendez also provided dates for upcoming Chamber sponsored events.

- Town Board Member Rose – Clearview Library Board

Town Board Member Rose stated the library has outgrown their current facilities and is looking for prospective locations for a new building; they are considering all options.

- Town Board Member Bishop-Cotner – Historic Preservation Commission (HPC); Planning Commission

Town Board Member Bishop-Cotner stated the Planning Commission had discussed parking requirements and the amount of parking needed for the recreation center expansion. Mr. Bishop-Cotner was not able to attend the HPC meeting.

- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board (PRTCB)

Town Board Member Adams stated he was not able to attend the PRTCB meeting and noted that the Tree Board was busy with Arbor Day preparation.

- Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO

Mayor Vazquez reported that the Windsor Housing Authority would be meeting on Tuesday and that he was not able to attend the last meeting of the MPO.

5. Proclamation – Arbor Day – J. Vazquez

Mayor Vazquez read the proclamation.

6. Invited to be Heard

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

B. CONSENT CALENDAR

1. Minutes of the March 23, 2015 Regular Town Board Meeting – P. Garcia
2. Resolution No. 2015-23 - A Resolution Approving an Easement Agreement Between the Town of Windsor and Randall Hocking Regarding the Construction and Operation of a Floodwater Mitigation Structure Within the BH Eaton Ditch – D. Wagner
3. Resolution No. 2015-24 - A Resolution Approving an Easement Agreement Between the Town of Windsor and Philip G. Yastrow Regarding the Construction and Operation of a Floodwater Mitigation Structure Within the BH Eaton Ditch – D. Wagner
4. Resolution No. 2015-25 - A Resolution Approving a License Agreement for the Installation of a Flood Control Structure Between the BH Eaton Ditch Company and the Town of Windsor, Colorado, and Authorizing the Director of Engineering to Execute Same on the Town's Behalf – D. Wagner
5. Report of Bills - March 2015 – D. Moyer

Mayor Pro Tem Baker motioned to approve the Agenda as presented; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Rose, Morgan, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

C. BOARD ACTION

1. Harvest Festival - Long Form Grant Application

- Applicant presentation: Casey Johnson, Harvest Festival Chairman

Casey Johnson reviewed the application noting the fund request of \$21,381 which includes an additional \$10,000 for a larger band in honor of Windsor's 125th anniversary celebration.

The Town Board Members discussed the larger band and the potential needs for additional advertising, security and traffic control.

Town Board Member Bishop-Cotner brought forward questions regarding the Harvest Festival budget and asked what the difference would be from last year and how the Festival has improved.

Mr. Johnson stated that they are increasing the amount of amusements and increasing the number of bands over the Labor Day weekend.

The Town Board discussed the paperwork that was submitted and inquired when the last time there had been a change on the board.

Mr. Johnson reported it has been about six years since there had been a change on the board.

Staff noted that the Harvest Festival is requesting support of the standard sponsorship package which is \$1,750 along with an additional request of \$21,381; \$5,000 from the 125th Anniversary budget and the balance of \$16,381 coming from the Outside Agency Fund.

The Town Board discussed the opportunity for partnerships and recommended the Harvest Festival board meet with the Parks, Recreation and Culture Board as they could be a great resource.

Town Board Member Bishop-Cotner stated that the Town Board needs to see growth every year.

Town Board Member Adams requested additional golf carts be available for those attendees who cannot walk around the entire park.

Mayor Vazquez requested to have additional handicapped parking spots available.

Town Board Member Rose stated that he does not believe that bringing in a larger band is a magic fix; the quality and quantity of the vendors is the draw.

Town Board Member Adams motioned to approve the request as presented; Mayor Pro Tem Baker seconded the motion.

Town Board Member Morgan stated he struggles with correlating the larger band with people attending due to the 125th anniversary.

Mayor Vazquez offered that a larger name band could draw people to Windsor who have never been here before.

Roll call on the vote resulted as follows: Yeas – Baker, Rose, Morgan, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

2. Shawn Patrick's, Lures 4 Laney - Town Sponsored Event Request

- Applicant Presentation - Tim Bowers, iheartmedia

The applicants presented the request and noted that the event is being held in honor of Delaney (Laney) Wadsworth, who was diagnosed with an inoperable brain tumor called Diffuse Intrinsic Pontine Glioma (DIPG) who passed away days before her 4th birthday in March of 2011.

The event "Lures 4 Laney," is a fishing event designed for families to enjoy a summer day at the lake while raising money to help other kids battling cancer. The event includes live music, family entertainment, a petting zoo, face painting, crafts, food vendors, auctions, and other family oriented games and activities.

This will be the third annual "Lures 4 Laney" with the other two events raising nearly \$20,000 for children's cancer research. This year's charity recipient will be St. Jude's Children's Research Hospital in Memphis, TN.

iheartmedia, the organizing committee for Lures for Laney, has requested Town Sponsorship to host their 2015 event at Boardwalk Park on Saturday, July 11, 2015, with estimated attendance of approximately 500 participants. Booths and activities and music; fishing will be on the pier on the west side of the lake. The sponsorship package is valued at \$1,750 per day.

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

Town Board Member Melendez motioned to approve the Town Sponsored Event Request as presented; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Rose, Morgan, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

3. Ordinance No. 2015-1495 - An Ordinance Annexing Certain Real Property Pursuant to the Enclave Annexation Powers Granted Municipalities Under the Colorado Municipal Annexation Act of 1965

Super-majority vote required for adoption on second reading

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

Town Board Member Adams motioned to approve Ordinance No. 2015-1495, An Ordinance Annexing Certain Real Property Pursuant to the Enclave Annexation Powers Granted

Municipalities under the Colorado Municipal Annexation Act of 1965 second reading; Mayor Pro Tem Baker seconded the motion.

Town Attorney McCargar presented the ordinance noting it is final adoption of the VIMA annexation to the Town of Windsor. The enclave consists of approximately 7.278 acres and is located on the north side of Eastman Park. The majority owner of the property has made the request for annexation and has been part of the process. There have been no changes to the ordinance since first reading and all notification requirements based on state law have been met.

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

Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

4. Resolution No. 2015-26 – Being a Resolution Appropriating Additional Sums to Defray Expenses in Excess of Amounts Budgeted for the Town of Windsor, Colorado for 2014
 - Legislative action
 - Staff presentation: Dean Moyer, Director of Finance

Town Board Member Melendez motioned to approve Resolution No. 2015-26; Town Board Member Bishop-Cotner seconded the motion.

Director of Finance Moyer stated that the resolution is a housekeeping resolution that is done each year to supplement the previous year's budget. Mr. Moyer acknowledged that there are items that do not get included in the budget and the Town Board will be considering the supplemental budget for 2014 in order to keep the Town in compliance with auditors and state budget law.

Mr. Moyer reviewed the resolution and related revenues and expenditures; it was noted that the resolution will be adjusting revenue by \$5.1M and expenditures around \$4.7M.

Mr. Moyer recommended approval of the resolution as presented.

Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

5. February 2015 Financial Report
 - Legislative action
 - Staff presentation: Dean Moyer, Director of Finance

Director of Finance Moyer reviewed the financial report included in the town board packet and noted that February was the highest collection on record based on the original 3.2% sales tax collections. Mr. Moyer went on to review the revenues and expenditures contained in the report.

D. COMMUNICATIONS

1. Communications from the Town Attorney

No communications.

2. Communications from Town Staff

No communications.

3. Communications from the Town Manager

Town Clerk/Assistant to Town Manager Garcia reviewed the Strategic Plan-Action Plan update that was included in the packet materials and stated that the next update will be coming in July, 2015. Town Manager Arnold reviewed the upcoming work session topics including LED street lighting, traffic signals and street light poles on Main Street.

5. Communications from Town Board Members

Mayor Vazquez inquired about the intersection of SH257 and Eastman Park Drive and if that would be a good location for an over-sized roundabout. Town Manager Arnold stated that Director of Engineering Wagner has a meeting with CDOT this week at which time he can get the scope; the big question is how much money the Town Board is willing to spend.

Town Board Member Adams requested that the crossing at CR13 for the Poudre River Trail be included as a work session topic next week.

E. EXECUTIVE SESSION

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. (Charter language; Ian D. McCargar)
Town Board Member Melendez motioned to go into 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. (Charter language; Ian D. McCargar); Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

The Town Board moved into Executive Session at 8:44 p.m.

Town Board Member Bishop-Cotner made a motion to return to the regular meeting at 9:51 p.m.; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.

The Executive Session was closed and the Town Board returned to the Regular Meeting.

F. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:51 p.m.

Patti Garcia
Town Clerk/Assistant to the Town Manager



MEMORANDUM

Date: April 27, 2015
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:

On April 14 and 15, 2015 Town Board Members Bishop-Cotner and Morgan conducted advisory board interviews. Pursuant to those interviews, the following individuals have been recommended for appointment:

Water & Sewer Board

Kenton Brunner; 1-4 year term expiring March 2019

Planning Commission

Ron Harding; 1-4 year term expiring March 2019

Steve Scheffel; 1-4 year term expiring March 2019

Doug Dennison; 1-4 year alternate term expiring March 2019

Windsor Housing Authority

Jamie Chavez; 1-5 year term expiring March 2020

Relationship to Strategic Plan:

1.B. Provide opportunities for residents to be involved and informed in town governance and in community service.

Recommendation:

For Town Board consideration.

Attachments:

Applications of those recommended for appointment.



Rec'd 1/21/15
4:14 pm
7 pm

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: KENTON BRUNNER

Address: 1959 KESTREL Ct.

Day Phone: 686-9919 Night Phone: 381-9920

E-Mail Address: Kentonbrunner@aol.com

How long have you been a resident in Windsor? 67 yrs

Current Occupation: RETIRED Employer: _____

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)?
YES - CHAIRMAN W/S BOARD 30+ yrs.

Why do you want to become a member of this particular board or commission?
because I am already

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) A SUFFICIENT permanent potable water supply.
 - 1A) Continued upgrades to existing sewer to remain in compliance.
 - 1B) Pursue our own water treatment facility for future planning.

2) SEE 1 & 1A + 1B

3) Seek to have more powers involving W/S issues

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

V.P. Northern WATER SINCE 1994 20+ yrs

Sec. Cache LA Poudre Co's. SINCE 1979 35+ yrs

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:

So far since my original appointment I have had NO

ISSUES - WE at w/s Board are only A recommending board anyhow!

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:

MANY

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: Not at the

present time.

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: Keith H. Brunner Date: 1/15/15



Rec'd 2/9/15
4/14/15
5:45P

Advisory Board/Commission Application

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Name of Board or Commission: Planning Commission

Name: Ron Harding

Address: 5480 Gulfstar Court, Windsor, CO 80528

Day Phone: 970-797-2408 Night Phone: 970-568-8359

E-Mail Address: ronhardingjr@comcast.net

How long have you been a resident in Windsor? 4 years

Current Occupation: Real Estate Appraiser Employer: Northern Colorado Appraisals, Inc.

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

Why do you want to become a member of this particular board or commission? To be a part of the development process in the town.

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) The amount of residential new construction that is taking place in the market. We need is no guarantee as to how long this surge will last. Try and focus on bringing a diverse group of companies/industries into the town.

2) The amount of residential new construction that is taking place in the market. We need a proper balance of entry level housing, as well as mid to upper range housing. Windsor is quickly becoming the place to live, as Fort Collins is becoming too expensive for people to buy homes.

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

Real estate appraiser license, which I believe my job is very much related to the planning commission.

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

None

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

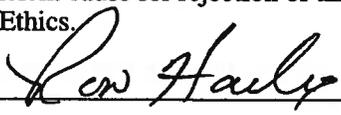
Comments: I am currently an alternate on the planning commission, and would like to be a full time member of the commission.

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: Planning Board

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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: 02/09/2015



Rec'd 2/10/15
4/14/15
5:30pm

Advisory Board/Commission Application

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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: scheffelsteve@gmail.com

How long have you been a resident in Windsor? 3 yrs

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

Why do you want to become a member of this particular board or commission? Currently serving on Commission & I want to provide input into future of Windsor

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) Addressing Proactively current & future growth. Commission should take a lead role in revision of comp plan. Include constituents from business, community & developers. Plan would proactively address transportation needs, zoning, infill, commercial corridors

2) New projects impacting existing homes/subdivision. Work w/ comp plan to create means of limiting impact of new development or infill projects. Transition housing density, connect bike paths, support existing infrastructure.

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

currently serve on planning commission.
Also served on planning committees when I lived in Ohio

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

None

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

Comments:

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

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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 Schiefel Date: 2-10-15



4/14/15
6:15pm

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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: Board of Adjustment | PIng

Name: Doug Dennison

Address: 523 14th St., Windsor, Co 80550

Day Phone: 970-270-2853 Night Phone: 970-460-9978

E-Mail Address: doug@dennisons.net

How long have you been a resident in Windsor? 8 months

Current Occupation: Gov't Affairs Liaison Employer: Bill Barrett Corporation

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)?
No

Why do you want to become a member of this particular board or commission? As a fairly new resident of Windsor, I would like to become engaged in the Town's processes and view this board as a good place to start

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) It appears that the Town's municipal code may not always reflect the current
Included among these challenges is to insure the orderly development of the Town in
accordance with the Town's vision and municipal code. I think this board serves as a sounding board
for issues and can administer the code in an equitable fashion.

2) It appears that the Town's municipal code may not always reflect the current
state of development or the Town's vision. The Board of Adjustment is key to
maintaining a process and venue for development or other issues that may not be in
strict adherence to the code to be evaluated.

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

I have participated extensively in land-use planning activities within a number of local jurisdictions throughout Colorado, Utah, and Wyoming. My experience has been as a staff member of a county, as a proponent of a development activity, and as a consultant representing various proponents. I have appeared numerous times in front of planning commissions, municipal/county boards, etc.

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:

I employed in the oil & gas sector and, at the current time, my employer does not have any leases within the Town's boundaries, however, if this situation were to change in the future I would expect to recuse myself from any actions that directly affect my employer.

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: The instances that I attended a Board of Adjustment meeting, there were very few items on the agenda, however, I was able to see the kind of deliberations that go into the decisions the Board must make.

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: DDA, Historic Preservation Comm., Kern Board, Parks & Rec Board, 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: 2/2/15

Rec'd 2/17/15

4/11/15
6:15pm



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: Windsor Historic Housing Authority

Name: Jamie Chavez

Address: 530 Moonglow Drive

Day Phone: 307-630-1732 Night Phone: 307-630-1732

E-Mail Address: jamie.lc424@gmail.com

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

Current Occupation: Senior Public Information Officer Employer: Wyoming Attorney General

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)?
no

Why do you want to become a member of this particular board or commission?
I have a varied background that could be beneficial and have worked with affordable housing.

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) Please see my email for this question.

2) Please see my email for this question.

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

Marketing and public relations, project and program management, interpersonal skills, experience working with affordable housing.

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:

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: _____

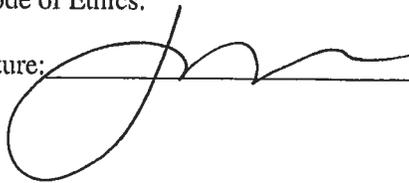
If not appointed at this time, would you be interested in serving on any other advisory boards or commissions at the Town of Windsor? If so, please list any preferences: Yes - I would love to help out
where it's needed.

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: _____

2/17/15

Patti Garcia

From: Jamie Chavez <jamie.lc424@gmail.com>
Sent: Tuesday, February 17, 2015 4:34 PM
To: Patti Garcia
Subject: Windsor Housing Authority Board Application
Attachments: APPLICATION Advisory Board - fillable PDF_201501151229182464.pdf

Please find my application for the Windsor Housing Authority Board.

The application would only allow for me to enter one of the two important issues facing this board, so I have pasted them here as well.

1) As a new resident of Windsor, I was surprised by the housing market here when I was looking for my home. Windsor is home to beautiful neighborhoods with stunning houses. I was worked with low income families and began to wonder where the affordable housing was. That led me to your website and information, and I would love to be a part of helping people find affordable and comfortable housing.

2) Affordable housing isn't the only concern low income families have. There are a variety of concerns facing these individuals and families, such as attaining gainful employment, child care, and other household expenses. I believe the best approach is a holistic approach, where partnerships with other agencies benefits the person and family in need.

Kind regards,
Jamie Chavez
307-630-1732



MEMORANDUM

Date: April 27, 2015
To: Mayor and Town Board
Via: Regular meeting materials, April 27, 2015
From: Ian D. McCargar, Town Attorney
Re: Resolutions authorizing easement acquisitions
Item #: B.3. & 4.

Background / Discussion:

In order to satisfy the closing requirements for acquisition of easements related to the Law Pre-Disaster Mitigation ("PDM") Project and the Law West Tributary Project, we are required to present Resolutions approved by the Town Board authorizing the acquisitions. These two Resolutions simply confirm that the Town Board specifically approves the easement acquisitions, and authorize specific persons to execute closing documents.

These two projects are included in the 2015 budget, and are important public works undertakings. The Law PDM Project is a FEMA-supported channel improvement designed to mitigate flooding concerns in the Law Basin. The Law West Tributary Project is intended to separate storm water from ground water carried by the Davis Seep Pipeline.

Financial Impact: None.

Relationship to Strategic Plan: Windsor Promotes Quality Development

Recommendation: Approve both Resolutions under the Consent Calendar.

Attachments:

Resolution No. 2015-27 – A Resolution Approving the Acquisition of Easements for the Law Pre-Disaster Mitigation Project, and Authorizing Individuals to Execute Same

Resolution No. 2015-28 – A Resolution Approving the Acquisition of Easements for the Law Basin West Tributary Project, and Authorizing Individuals to Execute Same

TOWN OF WINDSOR

RESOLUTION NO. 2015-27

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

WHEREAS, the Law Pre-Disaster Mitigation Project, (“PDM”) has been approved for funding by the Town Board in the 2015 Annual Budget; and

WHEREAS, the PDM project requires the acquisition of temporary construction and permanent easements; and

WHEREAS, the Town has negotiated contracts for the required easements with the respective landowners, namely Harold Stromberger, Global Asset Recovery and Windsor LV II; and

WHEREAS, the title company responsible for the closings requires Town Board approval and authorization for these transactions; and

WHEREAS, the Town Board, in the interests of expediency, wishes to designate signatories to these contracts to effect the closings of the acquisitions; and

WHEREAS, the Town Board finds that the completion of the Law Pre-Disaster Mitigation project promotes the interests of public health, safety and welfare; and

WHEREAS, the Town Board desires to approve the acquisition of temporary construction and permanent easements for the PDM project, and authorize the named individuals to act for the Town and execute documents necessary to carry out these acquisitions.

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

1. The Town Board approves the acquisition of easement rights from Harold Stromberger, Global Asset Recovery and Windsor LV II for the purpose of constructing the Law Pre-Disaster Mitigation Project.
2. The Town Board authorizes the terms and conditions negotiated by and between the Town and each of these parties, subject to later refinement as necessary in the public interest.
3. The Town Board authorizes the following persons to execute documents necessary to carry out the acquisition of the easements: Town Manager, Kelly Arnold; Director of Engineering, Dennis Wagner; and Staff Engineer, Douglas Roth.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 27th day of April, 2015.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

TOWN OF WINDSOR

RESOLUTION NO. 2015-28

A RESOLUTION APPROVING THE ACQUISITION OF EASEMENTS FOR THE LAW BASIN WEST TRIBUTARY PROJECT, AND AUTHORIZING INDIVIDUALS TO EXECUTE SAME

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

WHEREAS, the Law Basin West Tributary Project, (“Law Basin”) project authorizing improvements to a groundwater drainage system, was approved for funding by the Town Board in the 2015 Annual Budget; and

WHEREAS, the Law Basin project requires the acquisition of temporary construction and permanent easements; and

WHEREAS, the Town has negotiated contracts for the required easements with the respective landowners, namely: 392 Ventures, LLC; Harold Stromberger; Winter Farm-Windsor, LLC; Windsor Industrial Park, LLC; and Pinecrest Associates; and

WHEREAS, the title company involved in the closings requires Town Board approval and authorization of these transactions; and

WHEREAS, the Town Board, in the interests of expediency, wishes to designate signatories to these contracts to effect the closings of the acquisitions; and

WHEREAS, the Town Board finds that the completion of the Law Basin project promotes the interests of public health, safety and welfare; and

WHEREAS, the Town Board desires to approve the acquisition of temporary construction and permanent easements for the Law Basin project, and authorize the named individuals to act for the Town and execute documents necessary to carry out these acquisitions.

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

1. The Town Board approves the acquisition of easement rights from 392 Ventures, LLC, Harold Stromberger, Winter Farm-Windsor, LLC, Windsor Industrial Park, LLC and Pinecrest Associates for the purpose of constructing the Law Basin Project.

2. The Town Board authorizes the terms and conditions negotiated by and between the Town and each of these parties, subject to later refinement as necessary in the public interest.
3. The Town Board authorizes the following persons to execute documents necessary to carry out the acquisition of the easements: Town Manager, Kelly Arnold; Director of Engineering, Dennis Wagner; and Staff Engineer, Douglas Roth.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 27th day of April, 2015.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: March 9, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture
Re: Resolution 2015-29 USA Pro Challenge IGA
Item #: B.5.a.

Background / Discussion:

Once again, Windsor is a partner in bringing the USA Pro Challenge Bicycle Race to northern Colorado! An intergovernmental Agreement (IGA) between Ft. Collins, Loveland, Larimer County and Windsor establishes the terms of the Local Organizing Committee (LOC), who will be the oversight for planning this event. The IGA should be adopted by resolution, attached.

As noted, the IGA allows for representation from each agency with the sole purpose of executing an agreement with Classic Bicycle Race (CBR), owner of the USA Pro Challenge, to host the race in 2015. The IGA is being approved by the Fort Collins, Larimer County, Loveland, and Windsor. The IGA will cease to exist after the event is closed and audited, however, nothing prohibits it from being used for another event if it were updated and approved. Legal counsel has helped form the IGA and will be present to answer any questions.

It should be noted that the Agreement with Classical Bicycle Race to bring the USAPC to northern Colorado will be executed between the LOC and CBR, and is essentially the same as 2013.

While the final route of the race has not been made public as yet, it will generally follow the 2013 route. Chief Michaels and Terry Walker have both been involved in reviewing the course within town limits and the needs associated with such.

Financial Impact:

\$10,000 was allocated in the 2015 Budget for the Town's contribution to bid for this event. It was understood that there would be in-kind and other costs associated with day of event needs.

Relationship to Strategic Plan:

Goal 2.A.

Recommendation:

Move to approve Resolution 2015–29 A Resolution Ratifying, Approving, And Confirming The Terms And Conditions Of An Agreement For The Establishment Of The Northern Colorado Pro Challenge Local Organizing Committee.

Attachments:

- b. Resolution 2015–29
- c. Intergovernmental Agreement to form LOC

TOWN OF WINDSOR

RESOLUTION NO. 2015-29

BEING A RESOLUTION RATIFYING, APPROVING, AND CONFIRMING THE TERMS AND CONDITIONS OF AN AGREEMENT FOR THE ESTABLISHMENT OF THE NORTHERN COLORADO PRO CHALLENGE LOCAL ORGANIZING COMMITTEE

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

1. That the Town of Windsor hereby ratifies, approves and confirms the terms and conditions of an Agreement for the Establishment of the Northern Colorado Pro Challenge Local Organizing Committee, a copy of which is attached hereto and made a part hereof.

2. That the Town of Windsor hereby authorizes the Mayor of the Town to execute said Agreement on behalf of the Town.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 27th day of April, 2015.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

**AGREEMENT FOR THE ESTABLISHMENT OF THE NORTHERN COLORADO
PRO CHALLENGE LOCAL ORGANIZING COMMITTEE**

THIS INTERGOVERNMENTAL AGREEMENT is made and entered into this _____
_____ among the following public entities which shall collectively be referred to as the “Parties”, or individually as a “Contracting Party”: County of Larimer, the City of Fort Collins, the City of Loveland, and the Town of Windsor.

WITNESSETH:

WHEREAS, the Colorado Constitution, Article XIV, Section §18 and §29-1-201, C.R.S., *et seq.* provide for and encourage political subdivisions of the State of Colorado to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with each other; and

WHEREAS, §29-1-203, C.R.S., as amended, authorizes any political subdivisions or agency of the State of Colorado to cooperate or contract with one another to provide any function, service, or facility lawfully authorized to each of the cooperating or contracting entities, including the sharing of costs, imposition of taxes, or incurring of debt; and

WHEREAS, §29-1-203(4) permits the establishment of a separate governmental entity by agreement; and,

WHEREAS, the Parties agree that it is in the best interests of the Parties and their citizens to promote and conduct the August 22, 2015, Loveland-Fort Collins Stage of the USA Pro Cycling Challenge (The Event) to be conducted by Classic Bicycle Racing, LLC (CBR); and,

WHEREAS, the Parties desire to enter into this Intergovernmental Agreement for the purposes of establishing a separate Public Entity (Public Entity) to promote and conduct The Event and to define the purpose of such Entity and to state the manner in which each of the Parties hereto will participate; and,

WHEREAS, the Parties intend that the Public Entity shall fall within the definition of a “public entity” under the Colorado Governmental Immunity Act, §24-10-101, C.R.S; and,

WHEREAS, the Parties intend that those individuals providing services to the Public Entity, either as employees or volunteers are Public Employees within the scope of §24-10-103 C.R.S.; and,

WHEREAS, the Parties intend that the Public Entity created by this Agreement is an Enterprise within the meaning of Article X, §20 of the Constitution of the State of Colorado; and,

WHEREAS, the Parties intend that the Public Entity is not subject to the revenue and spending limitations imposed by Article X, §20(2)(d) of the Colorado Constitution; and,

WHEREAS, the Parties intend that the Public Entity and its activities all be in furtherance of a public purpose;

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter contained, the Parties agree as follows:

I. PREAMBLE

The Parties agree that the recitals set forth above are true and correct and those recitals are hereby incorporated in the body of this Agreement as operative provisions.

II. ESTABLISHMENT OF THE NORTHERN COLORADO PRO CHALLENGE LOCAL ORGANIZING COMMITTEE

1. The Parties hereby establish the Public Entity to be known as the Northern Colorado Pro Challenge Local Organizing Committee (“LOC”) which shall be responsible for planning funding, promoting, and conducting The Event.
2. The LOC is hereby created as a Colorado public entity established pursuant to §29-1-203, C.R.S. *et seq.* and pursuant to the Colorado Governmental Immunity Act, §24-10-101, C.R.S., *et seq.*
3. The LOC is an independent legal entity, separate and distinct from the Parties, but subject to their ownership and control.

III. ESTABLISHMENT OF THE LOC BOARD

1. **Governing Board.** The LOC shall be governed by an Executive Committee (EC) which shall have the power to perform all acts necessary, whether express or implied, to fulfill the purpose, and to provide the functions, services and facilities, for which the LOC was created.
2. **Composition of the Executive Committee.** The EC shall consist of seven (7) members. The members of the EC shall be appointed as follows:
 - a. One member shall be appointed by each of the parties for a total of four (4) members.
 - b. The four members so appointed shall appoint three (3) additional members using whatever process and criteria the four members deem advisable keeping in mind the fundraising, public relations, and technical expertise needed to put on the Event.
 - c. Members shall serve until this Agreement terminates.
 - d. Vacancies to the EC shall be filled either by the parties or members making the original appointment.
 - e. Members shall serve without compensation.

3. **Voting and Quorum.** Each member of the EC shall have one (1) vote. A quorum of the EC shall consist of four members. No official action may be taken by the EC on any matter unless a quorum is present. The affirmative vote of a majority of the EC members present at the time of the vote shall be required for the EC to take action. The EC may meet, vote and act through electronic means. The EC is subject to the Colorado Open Meetings Law.

4. **Bylaws.** The EC may either adopt bylaws or it may adopt an organizing resolution or rules establishing officers and detailing all matters in connection therewith, including the election, duties and terms of officers and the filling of any officer vacancies, the establishment and responsibilities of committees, scheduling of meetings, and standing operating and fiscal procedures, as it deems necessary, provided the bylaws or rules are in compliance with Articles I and II of Title 29, C.R.S., as amended, and this Agreement.

IV. POWERS OF THE LOC

1. **Plenary Powers.** Except as otherwise limited by this Agreement, the LOC, in its own name and as provided herein, shall have and may exercise all powers lawfully authorized to any of the Parties and may exercise such powers pursuant to §29-1-203, this Agreement, as amended, including all incidental, implied, expressed or such other powers as necessary to execute the purposes of this Agreement. These powers include the authority to receive and expend funds from any source, to apportion costs and obligations to the Parties as stated herein or as may from time to time be agreed to, and to enter into contracts. The LOC shall act through the EC, officers and agents as authorized by this Agreement, the bylaws or other resolution of the EC. The LOC shall not have the power to levy taxes on its own behalf or on behalf of any Contracting Party or to bind any Party to a debt or obligation without the specific consent of the Party, nor shall the LOC have the power of eminent domain.

2. **Enumerated Powers.** The LOC is authorized to undertake all actions reasonably necessary to planning, funding, promoting, and conducting the Event, and to carry out the intent and purpose of this Agreement, including but not limited to:

a. Negotiate, enter into and perform contracts, agreements and other obligations with the USA Pro Cycling Challenge for the purpose of promoting and conducting The Event.

b. Collect, hold, and spend funds from any source including donations, sponsorships, advertising, product sales, fees, ancillary events, and other spectator charges.

c. Acquire, hold, lease (as lessor or lessee), sell, or otherwise dispose of any legal or equitable interest in personal property in connection with The Event.

d. Enter into, make and perform contracts and agreements with other governmental, non-profit, and private entities which are reasonably necessary to stage The Event.

e. Employ individuals, engage in employee borrowing arrangements, and contract with others as the EC deems necessary for the promotion and staging The Event or to otherwise perform the obligations of agreements related to The Event.

f. Conduct the business and affairs of the LOC.

g. Incur debts, liabilities or obligations to the extent and in the manner permitted by law. However, the LOC shall not incur debt in excess of Twenty-Five Thousand Dollars (\$25,000.00) without agreement of the Parties.

h. Sue and to be sued in its own name.

i. Receive contributions, gifts, bequests, grants, cash, equipment or services from the Parties or any other public or private individual or entity for the furtherance of the intent and purpose of this Agreement, and the LOC's performance of its obligations under this Agreement.

j. Undertake any other actions or services that the LOC believes are reasonably necessary for the exercise of its powers and the performance of its obligations under this Agreement.

V. RULES AND REGULATIONS

The EC may promulgate and adopt rules, regulations, policies and procedures which the EC deems necessary to carry out the intent and purposes of this Agreement, and to exercise the LOC's powers and perform the LOC's obligations. After their initial adoption, the rules, regulations, policies and procedures may be modified or amended, provided any such modification or amendment: (a) is approved by a majority vote of the EC; (b) is consistent with the purpose and intent of this Agreement; (c) is not in conflict with any of the provisions of this Agreement; and (d) is in compliance with any and all applicable state and federal laws.

VI. FINANCIAL COMMITMENT OF THE PARTIES

1. **Funding.** The Parties agree to provide initial funding, which funds may be in cash transfers or in-kind services to the LOC as follows:

The City of Fort Collins: Fifty-thousand dollars (\$50,000.00) in-kind only.

The City of Loveland: Fifty-thousand dollars (\$50,000.00) plus \$50,000 in-kind.

The Town of Windsor: Ten-thousand dollars (\$10,000.00) plus \$10,000 in-kind.

Larimer County: In-kind only.

2. **Future Funding.** It is understood that the LOC's budget is continuing to evolve. It is the goal of the EC to manage the event on a zero-based budget, where no profit is gained and expenses do not exceed revenue. To provide accountability, the EC shall meet on May 15, June

15, and July 15 to review the budget. If on these dates the LOC's budget is not accomplishing this goal, then the LOC will take the following actions:

- a. Refine the budget by reducing expenses or seek additional private funding so the goal may be attained; and
- b. Offset expenses by increasing the in-kind services being provided by the Parties.

In the event that these actions are not sufficient to provide adequate funding for the LOC's necessary expenses, each of the Parties agrees to return to their respected governing bodies to request supplemental funding.

VII. USE OF FUNDS – CONTRIBUTIONS

The LOC shall use the funds generated in connection with contributions, sponsorships, advertising revenue, ticket sales and any revenue from any source solely for the purpose of promoting and conducting The Event and LOC operations including any expense obligated to CBR.

VIII. BOOKS AND RECORDS

The LOC shall provide for the keeping of accurate and correct books of account showing in detail the revenue and expenses in connection with The Event. The LOC's books of account shall correctly show any and all revenues, costs, or charges paid to or to be paid by each of the Parties, and all funds received by, and all funds expended by the LOC. The LOC's books and records shall be open to inspection during normal business hours upon reasonable notice by the Parties. The books and records of the LOC shall also be made available to the public in accordance with the provisions of §24-72-201, C.R.S., *et seq.* (the "Open Records Act").

The LOC shall cause an audit to be conducted by an independent Certified Public Accountant licensed to practice in the State of Colorado. The LOC shall comply with the provisions of §29-1-601, C.R.S. *et seq.*, The Local Government Audit Law, as may be amended from time to time. The LOC shall comply with all federal and state financial reporting requirements.

IX. REPORTS TO PARTIES

On a monthly basis, the LOC shall submit a comprehensive financial report to the Parties summarizing the, revenue, expenses, obligations and other activities of the LOC starting the end of the month following approval of this Agreement.

X. ASSETS OF THE LOC

1. **Assets.** Any assets purchased or received by the LOC subsequent to the formation of the LOC shall be owned by the LOC for the mutual benefit of the Parties. Assets purchased with

funds of the LOC and one or more Parties shall be owned jointly in proportion to the amounts contributed.

2. **Asset Inventory Schedules.** The LOC shall maintain an asset inventory list for any and all real and personal property acquired by the LOC.

XI. OTHER REPRESENTATIONS AND OBLIGATIONS OF THE PARTIES

1. The Parties have read and understand the agreements, obligations, and undertakings of the LOC with respect to CBR. The Parties agree to use their best efforts and to participate in good faith for the LOC to comply with such agreements, obligations and undertakings.

2. The Parties understand and agree that individual agreements, obligations and undertakings of each of them for its portion of the Event will be required. The parties shall use their best efforts and to participate in good faith for themselves individually and for the LOC to comply with those agreements, obligations and undertakings.

3. The Parties understand and agree that the CBR will issue an Event Handbook that contains additional obligations and conditions for promoting and staging the Event. The parties agree to use their best efforts and to participate in good faith for the LOC and the Parties to comply with the terms and conditions of the Handbook.

4. The Parties waive all claims for indemnification and damages against each other for any claims arising out of the performance of this Agreement or the performance of any agreement or undertaking with CBR.

XII. DEFAULT OF PERFORMANCE

1. In the event any Contracting Party fails to perform any of its covenants and undertakings under this Agreement, the LOC may terminate this Agreement as to such Contracting Party. The LOC shall cause written notice of the LOC's intention to terminate said Agreement as to such Contracting Party to be given to that party's governing body identifying the matter in default. Upon failure to cure any such default within thirty (30) days after such notice is given, the membership in the LOC of the defaulting party shall thereupon terminate and said Contracting Party shall thereafter have no voting rights as a member of the LOC, nor be entitled to representation on the EC, and said Contracting Party may thereafter be denied service by the LOC. Furthermore, any Contracting Party whose participation is terminated under the provisions of this article of the Agreement shall forfeit all right, title and interest in and to any property of or within the LOC to which it may otherwise be entitled upon the dissolution of the LOC. Subject to Section XI (4), this article is not intended to limit the right of the LOC or any Contracting Party under this Agreement to pursue any and all other remedies it may have for breach of this Agreement.

2. In the event of litigation between any of the Parties hereto concerning this Agreement (or between the LOC and any Contracting Party), the prevailing party may recover its costs and reasonable attorney fees incurred therein.

XIII. DURATION OF AGREEMENT

This Agreement shall be in effect from the time it is fully executed and shall continue December 31, 2015. At that time the Agreement shall terminate, the entity created by this Agreement shall dissolve and financial affairs of the LOC shall be wound up.

XIV. WITHDRAWAL AND DISSOLUTION

1. **Individual Party's Withdrawal.** No Contracting Party may withdraw from this LOC.
2. **Dissolution of LOC.** Upon the termination of this Agreement pursuant to Section XIII above, the LOC Board and the Parties shall take such actions necessary to finalize and conclude the LOC's operations and effect the orderly dissolution of the LOC.
3. **Distribution of Assets.** All contributions of real and personal property, all net cash proceeds received by the LOC and existing on December 31, 2015, and all assets of the LOC shall be distributed on a proportional basis in accordance with the original contributions of the parties under Section VI, taking into consideration supplemental and additional contributions if any have been made. No consideration shall be given for in-kind services provided to the LOC for purposes of this distribution. The EC shall be responsible for inventorying the revenues, property and assets of the LOC, making distributions to the Parties and concluding the affairs of the LOC. A Contracting Party which has made a contribution toward a jointly owned asset (as defined in Section X) would be entitled to retain ownership of the asset upon termination; however, the Contracting Party must account to the LOC for the amount of the LOC's contribution toward purchase of the asset upon distribution of the other assets of the LOC.

XV. LIABILITY OF THE BOARD OF DIRECTORS, OFFICERS AND EMPLOYEES OF THE LOC

As a public entity, the LOC and its directors, officers and employees shall be immune from civil liability in accordance with, and the extent provided by §24-10-101, C.R.S., *et seq.* (the Governmental Immunity Act) and any other applicable law. In addition, and pursuant to the Governmental Immunity Act, the LOC will defend, indemnify, and hold harmless all officers, directors, and employees for claims arising from activities within the scope of their duties of such individuals. The LOC may purchase insurance for this purpose.

XVI. AMENDMENTS

This Agreement may be amended upon the affirmative vote of three Parties.

XVII. SEVERABILITY

In the event any provision of this Agreement is determined to be illegal or invalid for any reason, all other provisions of this Agreement shall remain in full force and effect unless and until otherwise determined. The illegality of any provision of this Agreement shall in no way affect the legality and enforceability of any other provision of this Agreement.

XVIII. SUCCESSORS AND THIRD PARTIES

This Agreement shall be binding upon and shall inure to the benefit of the successors of the Parties. This Agreement is not intended to, and does not, inure to the benefit any individual or entity who is not a Party.

XIX. ASSIGNMENT AND DELEGATION

No Contracting Party shall assign any of the rights nor delegate any of the duties created by this Agreement without the written approval of three quarters (3/4) of the other Parties to this Agreement, and any assignment without said approval is void.

XX. INTERPRETATION

a. This document represents the entire agreement of the parties and is deemed prepared by all of the parties.

b. Performance of this Agreement is subject to the Constitution and laws of the State of Colorado and the charters of the municipal parties. Venue for any judicial action under this Agreement shall be in Larimer County District Court.

c. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. Signatures may be delivered by electronic copy. Electronic signatures are binding on the parties as if they were originals

IN WITNESS WHEREOF, the Parties hereto have caused their representatives to affix their respective signatures hereto, as of the day and year hereinafter set forth.

[COUNTERPART SIGNATURE PAGES FOLLOW
ON
SUBSEQUENT NUMBERED PAGES]

**COUNTY OF LARIMER,
STATE OF COLORADO**

By: _____
Insert name & Title

Date: _____

ATTEST:

By: _____
Insert Title

CITY OF LOVELAND, COLORADO

By: _____
William D. Cahill City Manager

Date: _____

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF FORT COLLINS, COLORADO

By _____
Darin Atteberry, City Manager

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

Senior Asst. City Attorney

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

Date: _____

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: April 27, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture
Re: Windsor Severance Historical Society – Public Art Placement
Item #: C.1.

Background / Discussion:

The Windsor Severance Historical Society (WSHS) has approached Town staff about placing a sculpture they wish to commission on park property. The selected site is near the Town of Windsor Museum in Boardwalk Park, where a site for public art was identified in the recently adopted Landscape Plan.

WSHS made a presentation to the Parks, Recreation & Culture Advisory Board, who expressed great interest in considering the art piece for the aforementioned site, and encouraged them to proceed through the Public Art Process once the sculpture was complete. The [Public Art Plan](#) is available on the Town's website.

As they prepare to begin a public fund-raising campaign, the WSHS wanted to share the concept with Town Board as well.

Financial Impact:

N/A at this time

Relationship to Strategic Plan:

Goal 2.A. Provide diverse and healthy choices in leisure, culture and recreation

Recommendation:

N/A

Attachments:

None.



MEMORANDUM

Date: April 27, 2015
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Scott Ballstadt, AICP, Interim Director of Planning
Subject: Public Hearing – Ordinance No. 2015-1496 Amending International Residential Code Section R310.2, Adopted by Reference in Chapter 18, Article III of the Windsor Municipal Code, with respect to basement window wells
Item #s: C.2 and C.3

Discussion:

Prior to 1999, new homes with unfinished basements were allowed to install basement window wells that, while meeting the code minimum dimensional requirements for an unfinished basement, would not meet the minimum dimensional requirements required to finish a sleeping room in the basement. It became necessary to amend the code as homeowners wishing to finish their basements were being required to excavate the non-compliant window wells, oftentimes after the property had been landscaped.

Therefore, in 1999 the Town of Windsor amended its adoption of the building code to require that all residential basement windows requiring a window well meet the dimensional requirements whether or not the window is located in a sleeping room. The current language in Section 18-3-10(22) is as follows:

IRC Section R310.2 (Window wells) is amended by the addition of the following:

"For all building permits issued after the effective date of Ordinance 1999-1021, June 14, 1999, all escape and rescue windows requiring a window well pursuant to the International Residential Code shall comply with the dimension requirements set forth in this section, whether or not said escape or rescue window is located in a sleeping room.

"With regard to building permits issued prior to the effective date of Ordinance 1999-1021, June 14, 1999, for additions to or alterations of existing buildings or structures, any window well with a finished sill height below adjacent ground level shall be deemed in compliance with the Town's regulations if said window well meets the dimensions set forth in the 1991 Edition of the Uniform Building Code, previously in effect in the Town."

Since its adoption, this amendment has worked well in most situations, allowing homeowners to finish their basements without having to replace non-compliant window wells. However, there have been some instances where requiring all window wells to meet egress requirements has caused issues, and that is the reason for this proposed ordinance amendment.

While it is difficult to determine which portions of an unfinished basement may eventually be finished as sleeping rooms, the enclosed ordinance retains the window well requirement of the 1999 amendment while proposing to add exceptions. The following exceptions are intended to allow a sleeping room to be served by a single egress window well (as opposed to requiring multiple window wells in the same room) and to acknowledge that certain portions of the basement may not feasibly be finished as sleeping rooms:

“For all building permits issued after June 14, 1999, all escape and rescue windows requiring a window well pursuant to the International Residential Code shall comply with the dimension requirements set forth in this Section.

Exceptions:

- (a) Window wells located in rooms other than sleeping rooms are not required to comply with the minimum dimensions of this section provided they are not located in areas of an “Unfinished Basement” where a sleeping room could be located.
- (b) Where at least one window well complying with this section is installed in a sleeping room, additional window wells in said sleeping room are not required to comply with this Section.”

Conformance with Comprehensive Plan: The proposed ordinance is consistent with the following Housing Goal of the Comprehensive Plan:

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

Conformance with Vision 2025: The proposed ordinance is consistent with the Vision 2025 Housing Quality and Diversity vision and goals.

Relationship to Strategic Plan: The proposed ordinance is consistent with Strategic Plan Goal #1A: “Promote safety and security”

Recommendation:

The Planning Commission held a public hearing at their April 15, 2015 regular meeting and recommended approval of the proposed ordinance as presented to the Town Board.

Notification:

- Notice of April 15, 2015 Planning Commission public hearing published in April 3, 2015 Greeley Tribune
- Notice of April 27, 2015 Town Board public hearing published in April 3, 2015 Greeley Tribune
- Notice of both public hearings posted on Town website April 3, 2015

Attachments: Draft ordinance

pc: Mr. Greg Miedema, NOCO HBA

TOWN OF WINDSOR

ORDINANCE NO. 2015-1496

AN ORDINANCE AMENDING INTERNATIONAL RESIDENTIAL CODE SECTION R310.2, ADOPTED BY REFERENCE IN CHAPTER 18, ARTICLE III OF THE *WINDSOR MUNICIPAL CODE*, WITH RESPECT TO BASEMENT WINDOW WELLS

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

WHEREAS, pursuant to the Town’s Home Rule Charter, the Town adopted by reference the International Residential Code (“IRC”) in *Windsor Municipal Code* (“WMC”) Chapter 18, Article III; and

WHEREAS, as previously adopted by the Town, IRC § 310.2 establishes standards for basement windows and window wells; and

WHEREAS, upon recommendation by the Town’s building inspector and review by the Town’s Planning Department, the Town has concluded that certain exceptions should be made for rooms not intended to be sleeping rooms; and

WHEREAS, the within amendment to IRC § 310.2 will serve the public interest and promote economies in building construction; and

WHEREAS, the Town Board finds that the within amendment promotes the health, safety and welfare of the community.

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

Section 1. IRC Section R310.2 IRC Section R310.2 (Window wells) is amended by the addition of the following text to appear immediately after the existing text of said Section R310.2:

For all building permits issued after June 14, 1999, all escape and rescue windows requiring a window well pursuant to the International Residential Code shall comply with the dimension requirements set forth in this Section.

Exceptions:

- (a) Window wells located in rooms other than sleeping rooms are not required to comply with the minimum dimensions of this section provided they are

not located in areas of an “Unfinished Basement” where a sleeping room could be located.

- (b) Where at least one window well complying with this section is installed in a sleeping room, additional window wells in said sleeping room are not required to comply with this Section.

With regard to building permits issued prior to June 14, 1999, for additions to or alterations of existing buildings or structures, any window well with a finished sill height below adjacent ground level shall be deemed in compliance with the Town’s regulations if said window well meets the dimensions set forth in the 1991 Edition of the Uniform Building Code.

Introduced, passed on first reading, and ordered published this 27th day of April, 2015.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 11th day of May, 2015.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: April 27, 2015
To: Mayor and Town Board
Via: Town Board Regular Meeting materials
From: Kimberly Emil, Assistant Town Attorney
Re: Town Board compensation
Item #: C.4.

Background / Discussion:

In the April 13, 2015 work session, the Town Board directed staff to prepare an ordinance to increase the Town Board and Mayoral compensation to \$8,000/year and \$12,000/year, respectively, each payable quarterly.

Section 3.6 of the Home Rule Charter requires that Town Board and Mayoral compensation shall be set by ordinance:

The Mayor and each Board Member shall receive such salary and benefits as may be prescribed by ordinance. The salary of the Mayor, or of any Board Member, shall not be increased or diminished during the term for which the Mayor or Board Member has been elected. Subject to the Board's approval, the Mayor and Board Members may be reimbursed for the actual and necessary expenses incurred in the performance of the duties of office.

The current levels of Town Board compensation were set by Ordinance No. 2007-1276, adopted in January, 2007. The attached Ordinance contains a statement of intent to periodically review compensation levels in conjunction with the budget process.

Attached is an Ordinance establishing the increases in pay to \$8,000 per year for Town Board Members, and \$12,000 per year for the Mayor, each payable quarterly, as discussed in the April 13, 2015 work session. These increases shall apply to those taking office after this Ordinance is effective, not for the current term of office for any Town Board Member or the Mayor.

Financial Impact: An increase of \$30,000 per year for Town Board salaries for a total of \$60,000 per year, when fully implemented.

Relationship to Strategic Plan: Community spirit and pride.

Recommendation: Approve the proposed ordinance. Simple majority required on first reading.

Attachments: Ordinance No. 2015-1497 – An Ordinance Establishing the Amount of Compensation for Town Board Members and the Mayor of the Town of Windsor, Colorado, Pursuant to the Town of Windsor Home Rule Charter

TOWN OF WINDSOR

ORDINANCE NO. 2015-1497

AN ORDINANCE ESTABLISHING THE AMOUNT OF COMPENSATION FOR TOWN BOARD MEMBERS AND THE MAYOR OF THE TOWN OF WINDSOR, COLORADO, PURSUANT TO THE TOWN OF WINDSOR HOME RULE CHARTER

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

WHEREAS, Section 3.6 of the Town’s Home Rule Charter provides that the compensation of Town Board Members and the Mayor shall be set by ordinance; and

WHEREAS, the current levels of Town Board Member and Mayor compensation were established in January, 2007, by Ordinance No. 2007-1276; and

WHEREAS, the Town Board has evaluated data for other Colorado municipalities of comparable size and complexity to ascertain the prevailing levels of compensation provided for governing officials in similar municipalities; and

WHEREAS, the provisions of the within Ordinance will not affect the compensation being paid to current Town Board Members or the Mayor through their current terms of office; and

WHEREAS, the Town Board has concluded that, in keeping with the aforementioned Charter provisions, compensation for the Mayor and for Town Board Members taking office after the effective date of this Ordinance should be increased.

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

1. The annual compensation to be paid to elected or appointed Town Board Members shall be set at \$8,000.00, payable in quarterly increments of \$2,000.00 per quarter.
2. The annual compensation to be paid to the elected or appointed Mayor shall be set at \$12,000.00 payable in quarterly increments of \$3,000 per quarter.
3. It is the Town Board’s intention to review Town Board’s compensation every odd numbered year.

Introduced, passed on first reading, and ordered published this 27th day of April, 2015.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 11th day of May, 2015.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



2015 MONTHLY FINANCIAL REPORT

Special points of interest:

- Another record high March sales tax collection of \$592,180.
- Single Family Residential (SFR) building permits total 77 through March 2015. This is up from the March 2014 number of 48.
- 50 business licenses were issued in March, of which 27 were sales tax vendors.



Highlights and Comments

- * A record high gross sales tax collection for the single month of March.
- * March 2015 year-to-date gross sales tax increased 1.22% from March 2014.
- * Construction use tax through March is at 24.57% of the annual budget and \$211,727 higher than March 2014 collections.



Inside this issue:

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

Windsor Celebrated Arbor Day 2015

The Arbor Day 2015 celebration started with visits to Windsor Charter Academy and Grandview Elementary School on April 17, 2015 with the Mayor's Proclamation, the Tree City USA Award by the Colorado State Forest Service and planting a tree on the school grounds. The celebration finished with the 10th Annual 5K Run/Walk at Boardwalk Park around Windsor Lake April 18, 2015.

Items of Interest

- Work continues on the planning of the CRC expansion. March marks the second month of collections of the .75% sales and use tax increase approved on the November 2014 ballot.
- March marks the end of the first quarter of 2015. Operating results have produced a strong first quarter.
- Visit us at www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

Sales, Use and Property Tax Update

March 2015

Benchmark = 25%	Sales Tax	Construction Use Tax	Property Tax	Combined
Budget 2015	\$7,142,651	\$1,881,336	\$4,200,440	\$13,224,427
Actual 2015	\$2,220,859	\$462,305	\$1,265,995	\$3,949,159
% of Budget	31.09%	24.57%	30.14%	29.86%
Actual Through March 2014	\$2,194,063	\$250,578	\$1,497,869	\$3,942,510
Change From Prior Year	1.22%	84.50%	-15.48%	0.17%
CRC Expansion Budget 2015	\$1,406,250	\$282,565		\$1,688,815
CRC Expansion Actual 2015	\$261,185	\$41,159		\$302,344
CRC Expansion % of Budget	18.57%	14.57%		17.90%

Ideally at the end of the third month of the year you want to see 25% collection rate on your annual budget number. We have exceeded that benchmark in two of the three tax categories, with the use tax number being just slightly short of that goal.

At this point last year we had collected \$1,497,869 in property taxes, or 36.13% of the annual budget. This year through March we have collected 30.14% of the annual budget.

Building Permit Chart

March 2015

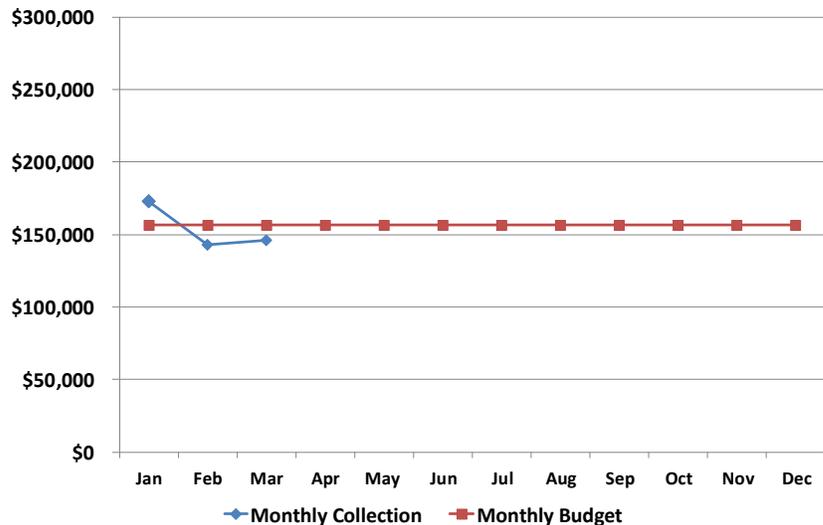
	SFR	Commercial	Industrial	Total
Through March 2015	77	2	0	79
Through March 2014	48	2	0	50
% change from prior year				58.00%
2015 Budget Permit Total				279
% of 2015 Budget				28.32%

Building Permits and Construction Use Tax

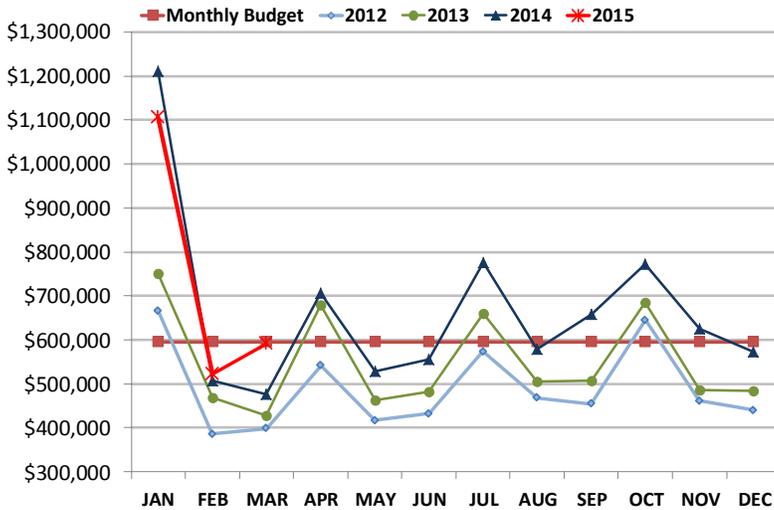
We are showing a 58% increase in number of permits as compared to March 2014. We issued 77 SFR permits through March 2015 as compared to 48 through March of 2014.

March 2015 construction use tax is just slightly below our required monthly collection.

Construction Use Tax Collections - 3.2%



Sales Tax Collections in Dollars - 3.2%

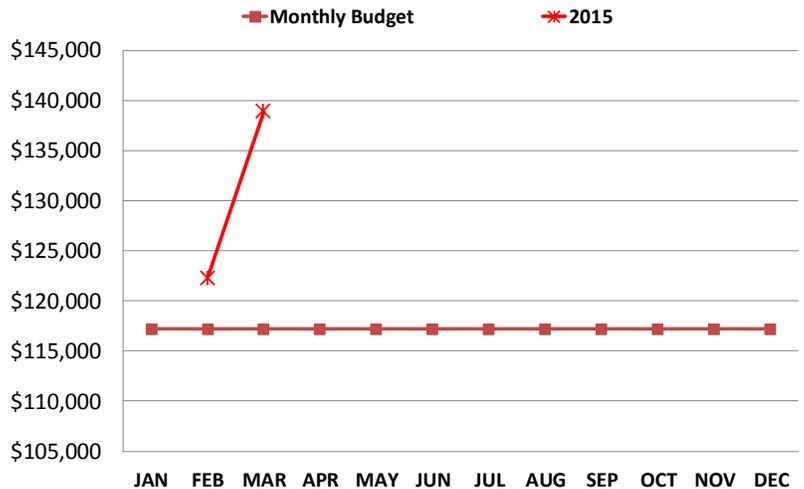


Gross sales tax collections for the month of March 2015 were approximately \$116,206 higher than March 2014.

March 2015 year to date collections increased 1.22% from March 2014 year to date collections.

CRC Expansion sales tax collections for March 2015 was \$138,906. The required monthly collection to meet the budgeted projections is \$117,188.

Community Recreation Center Expansion Sales Tax



March Highlights

March is a "single collection" month, meaning that the collections are for sales made in February. March is historically one of our lowest collection months, but this March was the highest on record and just under our monthly budget collections requirement.

Looking Forward

3.2% Collections

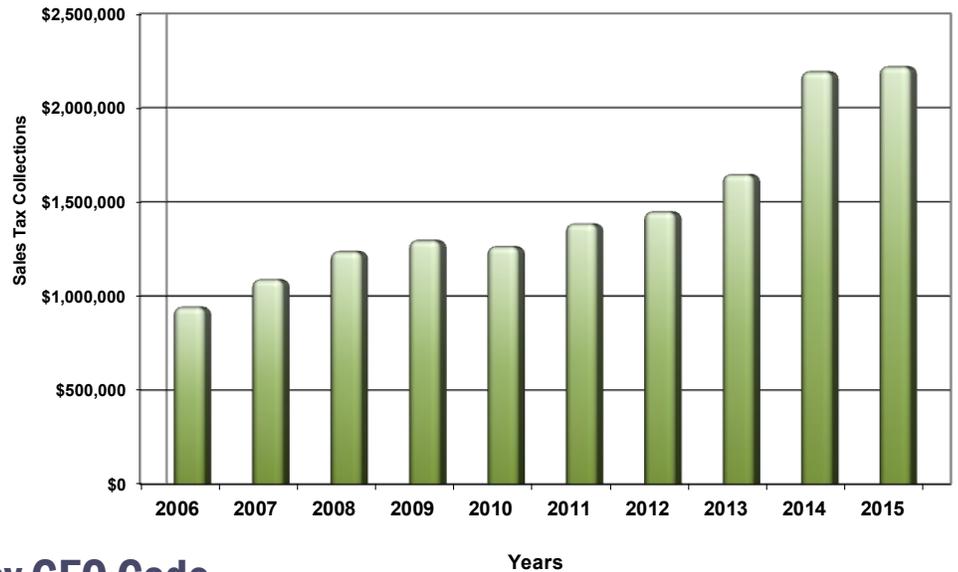
The Town budgeted \$7.1M in sales tax for 2015, making our average monthly collection requirement \$595,221. March collections were just slightly under this mark at \$592,180. This is the Town's slower time of the year for sales tax collections. However if we keep up the first quarter pace through the rest of the year we should collect over \$8M in this portion of our sales tax.

.75% Collections

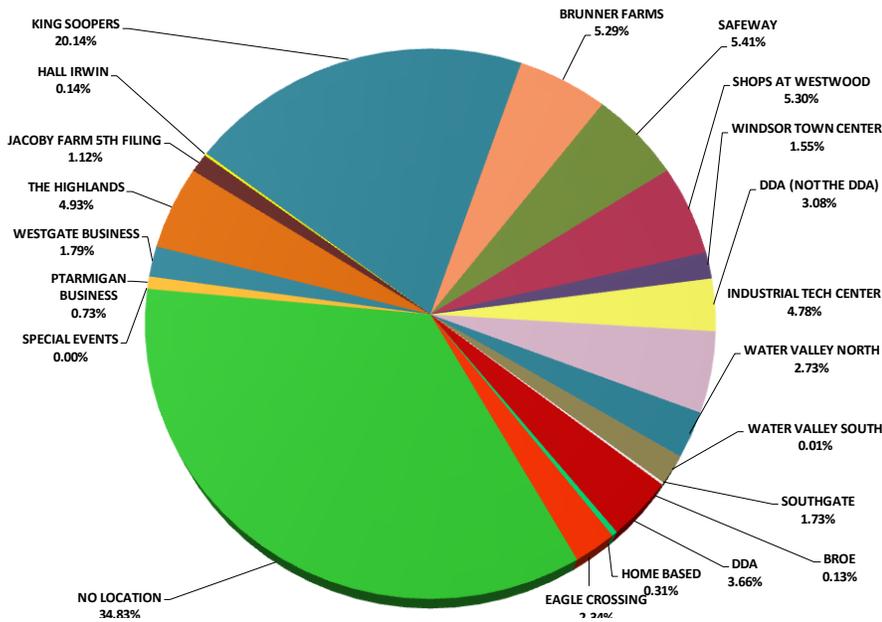
Collections for February sales were made in March. This was the second month of collections for the new sales tax rate. Our monthly budget requirement is \$117,188. We collected \$138,906. Our first two months of this collection both exceeded our monthly budget projection requirement. This pace should put us right on our annual projection of \$1,406,256.

Through March we have collected \$2.2M in our 3.2% sales tax. CRC Expansion new tax is an additional \$261,185.

Year-to-Date Sales Tax Collections -3.2% Through March 2006-2015



Sales Tax Revenue by GEO Code March 2015



The King Soopers Center remains the largest local driving force in sales tax collections.

Year-to-Date Sales Tax

Our sales tax base has not changed a great deal over the past decade, with groceries and utilities leading our industry sectors in sales tax collection. Some of this increase can be attributed to an overall increase in prices and cost of living, estimated at 2.8% for the first half of 2015 in the Denver/Boulder/Greeley area.

- Restaurants, groceries, general merchandise, utilities and entertainment all increased collections over March 2014.
- It appears that despite the opening of a Costco in a neighboring community, our grocery store sales tax collection numbers have not been adversely affected.

All Funds Expense Chart

March 2015

Benchmark = 25%

Operations expenditures are at 21% of the annual budget. Purchase of replacement vehicles in the Fleet Fund drove the internal service funds mark slightly above the 25% benchmark.

<u>General Government</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2015 Budget</u>	<u>% of Budget</u>
General Fund	\$1,029,254	\$3,494,209	\$14,023,349	25%
Special Revenue	\$53,282	\$63,296	\$3,059,443	2%
Internal Service	\$519,835	\$835,837	\$2,864,572	29%
Other Entities (WBA, Ec Dev Inc)	\$12,090	\$36,270	\$145,080	25%
Sub Total Gen Govt Operations	\$1,614,461	\$4,429,612	\$20,092,444	22%
<u>Enterprise Funds</u>				
Water-Operations	\$265,054	\$583,767	\$3,900,156	15%
Sewer-Operations	\$83,051	\$387,909	\$1,725,992	22%
Drainage-Operations	\$19,428	\$74,975	\$436,551	17%
Sub Total Enterprise Operations	\$367,534	\$1,046,652	\$6,062,699	17%
Operations Total	\$1,981,995	\$5,476,263	\$26,155,143	21%

plus transfers to CIF and Non-Potable for loan

Through March, operating and capital expenditures combined to equal 12% of the 2015 Budget.

<u>General Govt Capital</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2015 Budget</u>	<u>% of Budget</u>
Capital Improvement Fund	\$107,598	\$564,511	\$8,250,711	7%
CRC Expansion Fund	\$73,593	\$163,273	\$9,485,594	2%
<u>Enterprise Fund Capital</u>				
Water	\$57,640	\$241,541	\$4,129,854	6%
Sewer	\$31,944	\$31,944	\$1,029,630	3%
Drainage	\$77,307	\$89,385	\$3,868,144	2%
Sub Total Enterprise Capital	\$166,891	\$362,870	\$9,027,628	4%
Capital Total	\$348,082	\$1,090,654	\$26,763,933	4%
Total Budget	\$2,330,076	\$6,566,917	\$52,919,076	12%

All Funds Expenditures

The Town is where it should be at this time of year. The first quarter it is more important to watch the operating expenditures as opposed to the capital expenditures. We are behind our capital benchmark but we can expect to catch up to the capital budget pace as the year progresses.

General Fund Expense Chart

		2015			
Department	Current Month	YTD Actual	Budget	% of Budget	
410	Town Clerk/Customer Service	\$47,675	\$150,264	\$639,239	23.5%
411	Mayor & Board	\$11,402	\$118,311	\$566,827	20.9%
412	Municipal Court	\$1,824	\$3,560	\$19,623	18.1%
413	Town Manager	\$32,090	\$103,021	\$411,099	25.1%
415	Finance	\$43,306	\$145,575	\$625,213	23.3%
416	Human Resources	\$33,395	\$79,396	\$401,269	19.8%
418	Legal Services	\$29,235	\$79,275	\$339,035	23.4%
419	Planning & Zoning	\$61,697	\$159,811	\$701,911	22.8%
420	Economic Development	\$56,424	\$123,569	\$408,075	30.3%
421	Police	\$236,067	\$966,802	\$3,122,689	31.0%
428	Recycling	\$1,913	\$5,909	\$49,970	11.8%
429	Streets	\$104,564	\$248,044	\$1,201,242	20.6%
430	Public Works	\$24,733	\$122,176	\$520,968	23.5%
431	Engineering	\$55,712	\$195,093	\$743,073	26.3%
432	Cemetery	\$7,480	\$26,409	\$128,885	20.5%
433	Community Events	\$9,840	\$23,966	\$214,698	11.2%
450	Forestry	\$19,396	\$76,348	\$322,947	23.6%
451	Recreation Programs	\$123,090	\$397,176	\$1,622,163	24.5%
452	Pool/Aquatics	\$2,392	\$21,124	\$189,558	11.1%
454	Parks	\$90,239	\$317,895	\$1,264,939	25.1%
455	Safety/Loss Control	\$0	\$610	\$16,760	3.6%
456	Art & Heritage	\$17,032	\$64,821	\$270,563	24.0%
457	Town Hall	\$19,747	\$65,054	\$242,603	26.8%
Total General Fund Operations		\$1,029,254	\$3,494,209	\$14,023,349	24.9%

General Fund Expenditures

General Fund operating expenditures are right at the 25% of budget benchmark through March.

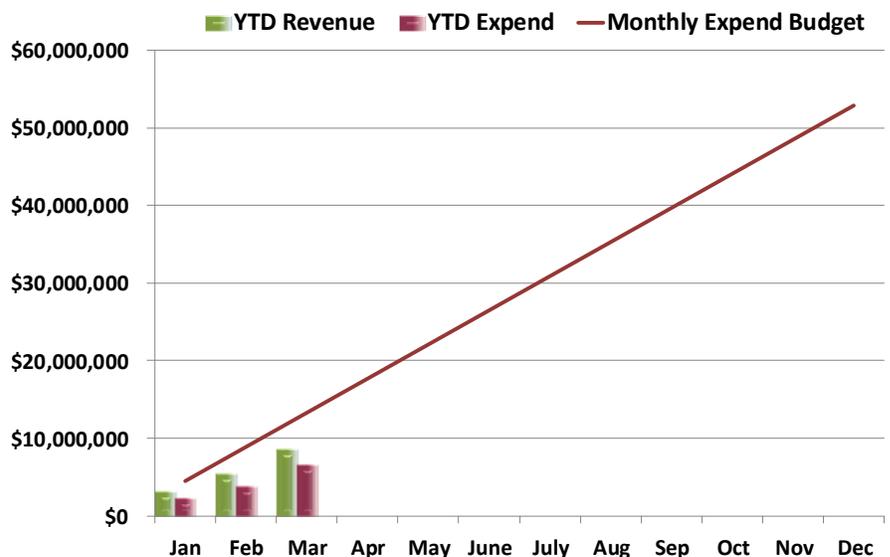
Revenue and Expenditure

The chart on the right shows monthly revenue compared to monthly expenditure as well as a trend line showing the total 2015 budget expended equally over twelve months.

Our monthly budgeted total expenditures equal \$4,409,923. In March we collected \$3,096,705 in total revenue. The chart on the right reflects our actual results through March.

March YTD total revenue exceeded total expenditures by roughly \$1.9M.

Combined Revenue and Expenditures





TOWN OF WINDSOR 2015 MAJOR CAPITAL PROJECT STATUS
As of APRIL 1, 2015
arranged by reporting department

2015 Projects	2015 Budget	Spent YTD	Dept.	Multi-Yr	Est. Start Process	Actual Start	% Complete	Est. Complete	Actual Complete
PW/Parks Maintenance Facility Design	\$330,000	\$0	T Mng	2014-2017	Aug 1		2%	Dec 31	
GW Railroad Quiet Zone w/grant	\$3,158,305	\$52,045	Eng DB	2014-2016	Jul 1		25%	Feb 2016	
Street Maintenance (overlay, crack seal, chip seal)	\$2,100,000	\$0	Eng CT	2015	Apr 1	Apr 1	20%	Sept 1	
Walnut St / Hwy 257 Turn Lane	\$190,000	\$0	Eng DB	2015	Sep 1		5%	Nov 1	
Eastman Pk/7th St Roundabout Design	\$70,000	\$1,230	Eng OH	2015-2016	Feb 9	Feb 9	15%	Nov 30	
Windsor Sign I-25	\$64,276	\$0	Eng DW	2015	Jan 15	Mar 15	40%	May 1	
WCR21 Bridge Replacement w/grant	2014	\$0	Eng CT	2013-2015	Feb 2014	Jul 6	95%	Apr 15	
Eaton Ditch Control	\$185,000	\$14,052	Eng DW	2015	Apr 1		20%	Jun 1	
Poudre River Maintenance	\$50,000	\$0	Eng	2015			0%	EOY	
3 M gal. Water Tank w/grant	\$407,100	\$46,019	Eng DW	2012-2015	Mar 2014	Mar '14	97%	Apr 15	
Water Line Replacement Study	\$180,000	\$0	Eng CT	2015	May 1		10%	Nov	
Kyger Reservoir Pump Station	\$2,514,325	\$0	Eng OH	2014-2016	Nov 1		15%	Mar 2016	2016
Replace Force Main to Gravity Sewer w/grant	2014	\$16,967	Eng CT	2013-2015	Feb 9	Feb	85%	May 1	
Update Storm Water Study	\$100,000	\$0	Eng DW	2015			0%		
Law Basin Master Plan Channel - construction w/ PDM Grant - 2012-2015	\$2,128,069	\$40,608	Eng DR	2012-2015	May 1		0%	Nov 30	
Law Basin West Tributary Channel - 2013-2015	\$1,740,075	\$48,777	Eng OH	2013-2015	Jul 1		25%	Nov 30	
Coyote Gulch Park Development	\$1,222,000	\$795	Eng DB	2014-2015	Apr 2014	Apr '14	15%	Sep 30	
Windsor Trail 257 Road Crossing @ Grasslands	\$17,100	\$0	Eng KB	2015	Apr 15		12%	Jun 1	
Windsor Lake Rip Rap	\$250,000	\$0	Eng DR	2015	Nov 1		0%	Dec 31	
Chimney Park North Shelter Replacement	\$57,310	\$0	Eng OH	2015	Sep 15		0%	Nov 30	
Main Park Shelter Replacement (2)	\$113,190	\$0	Eng OH	2015	Sep 15		0%	Nov 30	
Cemetery sidewalks, gate archway & engineering	\$373,414	\$0	Eng CT	2015	Jun 1		10%	Oct 1	
Museums -Depot Deck, Railings, Ramp	\$45,000	\$0	Eng OH	2015	Apr		0%	Jul 31	
Boardwalk Pk-6th St/Cedar landscape, irrigate, design	23,602	\$0	Pks/WW	2015	Apr		0%	Aug	
Poudre Trail Concrete at 3 Bells	\$25,000	\$0	Pks/MC	2015	Jul		0%	Oct	Unknown
Windsor Trail Windsor West Connection plan	\$200,000	\$0	Pks/WW	2015	Jun		0%	Dec	
Eaton House Master Plan/Structural Assess w/grant	\$40,000	\$0	Pks/AD	2015	May		0%	Sep 15	
Eastman Pk South Master Plan	\$25,000	\$0	Pks/W/T	2015	May		0%	Oct 1	
Parks and Recreation Master Plan	\$50,000	\$0	Pks/W/T	2015	May		0%	Oct 1	
Non-Potable Water- Construction of pipe encasement east of Universal Forest Products	\$329,409	\$247,794	Pks/Rec	2015	Jan		100%	Feb 1	Feb 1
Install pump at Covenant Park	\$49,000	\$37,255	Pks/Rec	2014-2015	2014	2014	30%	Jun 15	
Poudre Plan corrections & Town Hall connection to Main Park	2014	\$0	Pks/Rec	2014-2015	Jan		20%	Aug 15	
CRC Expansion	\$9,485,594	\$163,273	Pks/Rec	2014-2016	Jul 1		25%	Aug 2016	
Sewer Line Rehab	\$78,130	\$0	P Wks	2015	Apr 1		0%	Aug 30	
Sewer Nutrient Program w/grant	\$837,000	\$14,977	P Wks	2014-2015	May 15		25%	Dec 31	
Repl. #3,4,18,29,40,43,45,46,51,104,105,107,115,116,117,118,120,121,122	\$750,500	\$367,745	P Wks	2015	Jan 1		80%	Jul 1	
2 New PD Vehicles/equipped	\$110,000	\$35,194	P Wks	2015	Jan 1		75%	Jul 1	
Color key for funds =	PIF	CTF	CIF	WF	NPWF	SF	SDF	FF	ITF

As requested at the budget retreat, this monthly report contains our monthly capital improvement plan update. Comments on future presentations of this information are welcome.



Our Vision:

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

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

WINDSOR promotes QUALITY DEVELOPMENT.

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

WINDSOR is a GOOD ENVIRONMENTAL STEWARD.



2015 Monthly Financial Report

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

The 2015 Budget continues to focus on fiscal responsibility while building a long-term sustainable community through strategic investments and emphasizing the maintenance of existing infrastructure. In order to achieve these goals, the 2015 Budget emphasizes the importance of funding the key day-to-day tools that lead to success. These tools are employees, technology, and providing services most highly rated by citizens.

We're on the Web

www.windsorgov.com