



TOWN BOARD REGULAR MEETING
December 14, 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.

MINUTES

A. CALL TO ORDER

Mayor Vazquez called the regular meeting to order at 7:01 p.m.

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

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 Finance	Dean Moyer
	Director of Parks, Recreation and Culture	Eric Lucas
	Director of Engineering	Dennis Wagner
	Manager of Parks and Open Space	Wade Willis
	Associate Planner	Paul Hornbeck
	Chief Planner	Carlin Barkeen
	Director of Planning	Scott Ballstadt
	Associate Planner	Josh Olhava
	Director of Economic Development	Stacy Johnson
	Civil Engineer	Doug Roth

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 Morgan motioned to approve the agenda as presented. Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Morgan, Rose, 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- Absent

- Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
Town Board Member Morgan reported PReCAB did not meet in December. Prior, a discussion took place regarding the Frank Easement and Mr. Morgan was impressed with the work Mr. Willis has done with facilitating the project.
Mr. Morgan stated the Great Western Trail Authority will be meeting on December 17, 2015.
- Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce
Town Board Member Melendez reported that the DDA meets December 12, 2015 however the DDA has chosen a group to represent them in the Library Feasibility Study which will meet on January 5, 2016. The DDA executive director will be introduced at the After Hours event scheduled for February 9, 2016.
Ms. Melendez reported the Chamber of Commerce voted in five new board members. The Windsor Wonderland event was a success this year. It is estimated there was 2500-2800 attendees with a lot of positive comments regarding the event.
- Town Board Member Rose – Clearview Library Board
Town Board Member Rose reported the Clearview Library Board met and are excited about moving forward with the feasible study and about the meeting in January. The budget was also approved and has been increased to \$2,418,256.
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Planning Commission
Town Board Member Bishop had no report.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Tree Board did not meet in November and has no report for the Poudre River Trail board.
- Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
Mayor Vazquez reported the North Front Range MPO met on December 3, 2015 and had the officer elections with the Chair being Councilman Horak from Fort Collins and Co-Chair will be Councilman Ross from Eaton. Larimer County presented ideas to modify some roadway and bridge funds to take some mill levies out of the general fund and into the capital fund to improve parts of I-25. Also, the transportation bill passed the house and senate.

5. Staff Recognition

Town Clerk Patti Garcia was recognized on being elected Vice-President of the Colorado Municipal Clerks Association.

Civil Engineer Doug Roth received the PRIDE of Windsor Award for his commitment to the Law Basin Storm Water Drainage Project. The project spanned over many years with numerous obstacles that Mr. Roth dedicated himself to finding creating solutions.

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 November 23, 2015 Regular Town Board Meeting and December 7, 2015 Special Town Board Meeting – K. Eucker

2. Resolution No. 2015 -79 – A Resolution Appointing Special Counsel and Approving the Terms of a Legal Services Agreement Between the Town of Windsor and the Law Firm of Gast Johnson & Muffly, PC, and Authorizing the Mayor to Execute Same – I. McCargar
3. Resolution No. 2015-80 – A Resolution of the Windsor Town Board Delegating to the Windsor Town Clerk the Authority and Responsibility to Appoint Judges of Election for the Municipal Election on April 5, 2016, Pursuant to the Authority Granted by C.R.S. § 31-10-401 – P. Garcia
4. Resolution No. 2015-81 – Advisory Board Appointments (Clearview Library District) – K. Emil
5. Resolution No. 2015-82 – A Resolution of Support for Improvements to Interstate 25 – K. Arnold
6. Resolution No. 2015-83 – A Resolution of the Windsor Town Board Pursuant to Section 9.1 (A) of the Windsor Home Rule Charter Reaffirming the Appointment of and Amending the Terms of Representation Between the Town of Windsor and Town Attorney Ian D. McCargar
7. Resolution No. 2015-84 – A Resolution Ratifying, Approving, and Confirming the Terms and Conditions of the Employment Agreement, as Amended, Between the Town of Windsor and Town Manager Kelly E. Arnold
8. Cancellation of December 28, 2015 Regular Town Board Meeting – P. Garcia
9. Report of Bills for November 2015 – D.Moyer

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

C. BOARD ACTION

1. Ordinance No. 2015-1513 – An Ordinance Approving the Disconnection of a Portion of the Zeiler Farms Second Annexation Pursuant to the Colorado Municipal Annexation Act of 1965, and Rescinding a Prior Approval of Statutory Vested Property Rights With Respect to the Property Disconnected Herein – Patrick McMeekin, Vima Partners, LLC
Super-majority vote required for adoption on second reading
 - Second reading
 - Legislative action
 - Staff presentation: Ian McCargar, Town Attorney

Town Board Member Melendez motioned to approve Ordinance No. 2015-1513 – An Ordinance Approving the Disconnection of a Portion of the Zeiler Farms Second Annexation Pursuant to the Colorado Municipal Annexation Act of 1965, and Rescinding a Prior Approval of Statutory Vested Property Rights With Respect to the Property Disconnected Herein – Patrick McMeekin, Vima Partners, LLC; Town Board Member Morgan seconded the motion.

Town Attorney Ian McCargar stated at the request of the property owner, a portion of the Zeiler Farms Second Annexation is being proposed for disconnection from the Town's corporate limits. This property was brought into town in 2009, but has since undergone a change of ownership and a change in vision. The current owner, Vima Partners, LLC, has proposed that the property be returned to Weld County jurisdiction, and essentially maintained for agricultural purposes indefinitely. This action is tied to a reallocation of sewer treatment capacity from this property to the RainDance property. With the disconnection, the vested property rights will also be terminated.

Mr. Vazquez inquired if there have been any significant changes since first reading.
Mr. McCargar stated there have been no Changes since first reading

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

2. Ordinance No. 2015-1514 – An Ordinance Pursuant to Chapter 16, Article XXIII of the Windsor Municipal Code Approving the RainDance Planned Unit Development Within the Town of Windsor – Raindance Aquatic Investments, LLC and William F. Larrick, Inc., applicants/Mitch Black, Norris Design, applicant’s representative
Super-majority vote required for adoption on second reading
 - Second reading
 - Quasi-judicial action
 - Staff presentation: Paul Hornbeck, Associate Planner

Town Board Member Adams motioned to approve Ordinance No. 2015-1514 – An Ordinance Pursuant to Chapter 16, Article XXIII of the Windsor Municipal Code Approving the RainDance Planned Unit Development Within the Town of Windsor – Raindance Aquatic Investments, LLC and William F. Larrick, Inc., applicants/Mitch Black, Norris Design, applicant’s representative; Town Board Member Morgan seconded the motion.

Associate Planner Paul Hornbeck stated before the board is the second reading of an ordinance approving the RainDance PUD. The Town Board approved the ordinance with a vote of 6-0 on first reading. As was previously presented, the intent of PUD regulations is, among other things, intended to “provide flexibility in land planning and development, resulting in amenable relationships between buildings and ancillary uses and permitting more intensive use of land where well-related open space and recreational facilities are integrated into the overall design.”

The subject rezoning application will create a PUD overlay district which constitutes an amendment to the Town’s Official Zoning District Map and the minimum standards approved with the PUD will be applied to future land use applications within the PUD district. The RainDance PUD proposes variations in minimum lot size, setbacks, street standards and other aspects of development in order to accommodate specific product types and neighborhood concepts (please see the PUD materials for examples of such variations).

There have been no changes since first reading.

Mr. Vazquez inquired if 10% will still be developed as commercial even though residential mixed use allows up to 20% for commercial development.
Mr. Hornbeck stated that is correct.

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

3. Ordinance No. 2015-1515 – An Ordinance Repealing, Amending and Readopting Article VII, Section 11-7-10 of the Windsor Municipal Code with respect to the Snow and Ice Removal Lien Process
 - First Reading
 - Legislative action
 - Staff presentation: Kimberly Emil, Assistant Town Attorney

Town Board Member Adams motioned to approve Ordinance No. 2015-1515 – An Ordinance Repealing, Amending and Readopting Article VII, Section 11-7-10 of the Windsor Municipal Code with respect to the Snow and Ice Removal Lien Process; Town Board Member Melendez seconded the motion.

Town Prosecutor Kim Emil stated that this is an ordinance to correct the code. During a review with other staff members it was discovered that Article I had a clerical error, as it should have referred to Chapter 7, Article III which addresses the abatement and lien process for weeds and brush. The Town's current practice is to handle snow and ice removal like the weeds and brush removal process; therefore the snow and ice removal process language has been amended to reflect the same process, eliminating the confusing cross reference to Chapter 7. The Chief of Police has reviewed and agrees with this proposed change.

Mr. Adams inquired if this is just a matter of cleaning up the code.

Ms. Emil stated that is correct.

Ms. Melendez inquired if code enforcement is in agreement with the change.

Ms. Emil stated they were.

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

4. Site Plan Presentation – Highlands Industrial Park Subdivision 6th Filing, Lot 1 – Concrete Equipment & Supply – Brent Gendreau, G & G Property LLC., applicant/ Roger Wedderburn, Infusion Architects, applicant's representative
 - Staff presentation: Josh Olhava, Associate Planner

Per Mr. Olhava, the applicant, Mr. Brent Gendreau, represented by Mr. Roger Wedderburn, is proposing a new site development in the Highlands Industrial Park Subdivision. The site is zoned Limited Industrial (I-L) and surrounded by other industrial users and industrial zoned property. The site is located directly north of and adjacent to Crossroads Boulevard, and west of Wagner Equipment Company and Greenfield Drive.

Site characteristics include:

- 1 new building of approximately 11,000 square feet, including offices and storage;
- an outdoor storage yard;
- 13 dedicated, off street parking spaces, including accessible parking space(s);
- perimeter vinyl coated chain-link fencing with concrete pillars and accents along view corridors;

- approximately 27% landscaped areas; and
- façade materials include a mix between concrete and metal finishes.

The current presentation is intended for the Town Board's information. Should the Town Board have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project. The site plan will be reviewed and approved administratively by staff, however, if the project review process reveals issues that cannot be resolved between the applicant and staff, the site plan will be brought back to the Planning Commission and Town Board for review.

The application is consistent with various goals of the Comprehensive Plan as well as the Vision 2025 document.

The applicant and representative were present to answer any questions.

Mr. Vazquez inquired about the drainage in the area.

Mr. Olhava stated properties drain into a regional detention facility.

Mr. Adams inquired if Planning Commission has been involved all the development in that area as it looks to be done well in that area.

Mr. Olhava stated all site plans are brought before the Planning Commission unless it is in the Loveland jurisdiction. When the area was initially platted, there was an additional design criteria that was placed on industrial buildings along Crossroads and Highland Meadows Parkway.

Ms. Melendez inquired as to what will be stored outside.

Mr. Gendreau stated the primary business is providing construction supplies that relate to the concrete industry; rebar, lumber, plywood, forms, insulation products and items of that nature.

Mr. Vazquez inquired if the materials being stored outside will be low profile and not visible.

Mr. Gendreau stated that is corrected and the majority of the materials are not very tall for safety reason.

Mr. Melendez inquired as to how many employees will be working in the facility.

Mr. Gendreau stated about 5-7 employees handling day-to-day operations and the office on the south end of the building will house another 5-7 employees.

Mr. Vazquez inquired if the business will be sales or if they will provide equipment rentals a well.

Mr. Gendreau stated they do rent out some equipment as well.

Mr. Adams inquired if this business is the only one using the access point.

Mr. Gendreau stated they would be the only ones.

5. Resolution No. 2015-85 – A Resolution Initiating Annexation Proceedings for the Weakland Annexation to the Town of Windsor, Colorado – Pat Weakland, applicant

- Legislative action
- Staff presentation: Paul Hornbeck, Associate Planner

Town Board Member motioned Melendez to approve Resolution No. 2015-85; Town Board Member Morgan seconded the motion.

Per Mr. Hornbeck, the applicant, Mr. Pat Weakland, is requesting to annex approximately 9.868 acres to the Town of Windsor, as illustrated on the enclosed petition. The applicant is requesting General Commercial (GC) zoning.

The proposal is consistent with various goals of the Comprehensive Plan as well as the Vision 2025 document.

Staff recommends approval of the resolution.

Staff also requests the following be entered into the record:

- Staff memorandum and supporting documents
- Recommendation

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

6. Resolution No. 2015-86 – A Resolution of the Town Board Approving The Eastman Park Master Plan

- Legislative action
- Staff presentation: Wade Willis Parks & Open Space Manager

Town Board Member Adams motioned to approve Resolution No. 2015-86; Town Board Member Morgan seconded the motion.

Per Mr. Willis, parks staff, working in tandem with the Engineering Department, has commissioned THK Associates and Atkins Associates to develop a Master Plan for Eastman Park South (EPS). EPS was donated as a part of the overall 52 acre site from the Eastman Kodak Company in 1990. In 2002 the north half of the park was developed into a 25 acre soccer park. The south portion, delineated by the Poudre River and Poudre Trail, has largely remained in a natural state. The majority of the EPS site, which for the purposes of this project includes from the Poudre Trail to the southern tip where 7th Street and Laku Lake Road meet, is a field of grass hay that is harvested annually by a local farmer. The site also includes the Poudre River, an archery range and the Treasure Island Garden.

Funding for this project is identified in the Town CIP Program for 2018 (Construction Documents) with construction scheduled for 2019. The total cost of construction is estimated to be \$1.1 Million and would be funded from the Park Improvement Fund.

Tonight, the final Master Plan Design is being presented to Town Board along with master plan level cost estimates for implementation of the plan.

Mr. Morgan inquired about the river rising and the intentions of the design based on that.
Mr. Willis stated all the elements in the plan are based on Windsor's historic high floods.
Benches set in the master plan are set at elevations of different flood events. On the Treasure Island garden, the goal is to create an area where the garden was able to expand but also create a bypass for individuals that want to go around the garden. The proposed shelter is out of the flood way and that could be used for education type programs. Right now there is natural standard grass that is harvested every year by a local farmer that he feeds his livestock with. That element will remain as there is not much water designated to this site.

Ms. Melendez inquired if the grass/hay fields will remain at the site.
Mr. Willis stated they will remain.

Ms. Melendez inquired if the buildout will retain the cooperative effort with the master gardener group.
Mr. Willis stated that the cooperative effort will remain.

Ms. Melendez inquired if the shelter will have electricity or will it just be a shelter.
Mr. Willis stated those elements will be addressed after the plan is approved and before the beginning of construction. Conceptually at this point it is just a shelter.

Ms. Melendez inquired as to why the project is at \$1.5 million with no play equipment or amenities in the shelter.
Mr. Willis stated a good amount is encompassed within the dirt work required to put the river back to its historic level. Some other elements are the revegetation, the installation of irrigation and the concrete trail.

Ms. Melendez inquired if all the vegetation will require irrigation.
Mr. Willis stated a lot of perimeter trees would require some form of drip irrigation. Currently Treasure Island is being irrigated with the north half of Eastman Park but should be irrigated with the south half water rights.

Ms. Melendez inquired as to the total number of parking spaces.
Mr. Willis stated at this time it is unknown.

Mr. Rose inquired if the walk way around this river will be regraded and how does that change the analysis if there is another high water flood.
Mr. Wagner stated the main change will be the dike along the river bank. Over the last few years that dike had a few breaches in it so when the river comes up it spills into that area. To take the dike down and let the river spread naturally, it is not expected to increase the flooding in the area. The flood waters are going there anyway and then return back to the river upstream at the river bridge on 7th street. This would be more of a natural way for the water to flow.

Mr. Adams inquired if there were any discussion if the triathlon moving to this area.
Mr. Willis stated there has not been discussion on that at this point.

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

7. Resolution No. 2015-87 – A Resolution Approving and Adopting the December 7, 2014, Intergovernmental Agreement Between the Town of Windsor and the Town of Severance with Respect to Cost-Sharing Associated with a Sanitary Sewer Pipeline
- Legislative action
 - Staff presentation: Stacy Johnson, Director of Economic Development & Kelly Arnold, Town Manager

Town Board Member Melendez motioned to approve Resolution No. 2015-87; Town Board Member Bishop-Cotner seconded the motion.

Economic Development Director Stacy Johnson stated there are two business parks on the east side of Windsor, East Pointe which is a retail and business/office type park and Falcon Point which is a limited industrial area. The retail and business/office park is approximately eleven lots and a letter of intent from Human Bean has been received for that area. To the east of the retail business/office park is the limited industrial area which is about 25 ½ acres. One tenant in the limited industrial park, Cutter Wireline Service, will be holding a ribbon cutting later in the week. These two areas are the reasons for connecting the sewer lines. The extended sanitary sewer pipeline will also allow the Town to extend the sewer pipeline to the Windsor Cemetery's proposed restroom facilities.

Mr. Ruff requested reimbursement of the sewer line cost, which is only a portion of the overall cost he paid to install the sanitary sewer pipeline through East Pointe and Falcon Point.

In 2000, the Town of Windsor and Town of Severance entered into an IGA which established a development corridor in this area, and within which one-third of sales tax and property tax revenue will be shared by the municipalities. Given that Severance will benefit from development on the Windsor side of the corridor, Severance has agreed to enter into the attached IGA for the reimbursement of one-third of the Ruff sewer line reimbursement (\$55,917.00). Under the attached IGA, repayment will occur through the Town's retention of what would have been Severance's share of the shared revenue stream until the full \$55,917.00 is collected. The pace at which this repayment occurs will depend on economic activity in the corridor.

Mr. Vazquez inquired on the oversizing reimbursement asking if reimbursements only happen on the difference between their need is and what the Town requests they install.

Ms. Johnson stated this is not specifically to the oversizing; it was to the main parcel which is to bring will bring development to that area.

Mr. Vazquez inquired about the IGA with Severance and essentially obligating Severance to a costs share, how does that impact the revenue share and the agreement.

Mr. McCargar stated Severance is obligated to contribute 33 1/3% of their collections on the north side; Windsor is obligated to contribute 33 1/3% of collections on the south side to them.

Mr. Vazquez inquired about Severance's portion of the cost share.

Ms. Johnson stated Windsor will pay the full request and Severance will forgo any revenue on that property until they meet their 33 1/3% or approximately \$55,000.

Mr. Arnold stated Severance has approved the agreement.

Mr. Vazquez inquired as if this was such an important piece why they waited until after they installed the line as opposed to before.

Mr. Arnold stated it was presented before they started the project and they wanted some type of informal acknowledgement from Windsor regarding participation in the project. At that time the cost of the project was unknown.

Ms. Johnson informed the Town Board that between Human Bean, a convenience store and a restaurant, that could generate over \$100,000 in sales tax revenue to the Town every year.

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

8. Resolution No. 2015-88 – A Resolution Establishing Rates For Town Of Windsor Water Service Customers, And Authorizing The Implementation Of Such Rates

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

Town Board Member Bishop-Cotner motioned to approve Resolution No. 2015-88; Town Board Member Adams seconded the motion.

Director of Finance Dean Moyer stated historically the Town of Windsor has passed along any increases from our suppliers and cost of service increases to our customers by adjusting the dollars charged per 1,000 gallons. We have learned from Greeley that our cost for 2016 water should increase by 8%. We also learned that North Weld will not be increasing the Town's rate for 2016. Our contract with South Ft. Collins does not call for any cost increase in 2016 water.

Water purchase records show that we purchase about 37% of our water supply from the City of Greeley.

At their meeting on December 9, 2015, the Water and Sewer Board considered the rate structure for 2016. They recommended increasing the usage rate per 1,000 gallons to recover the cost increase from one of our suppliers. They also recommended rounding each base rate to an even dollar amount. If approved, the rates increases would go into effect on January 15, 2016.

Mr. Vazquez inquired about the rounding up of the base fees.

Mr. Moyer stated if the cents portion of the base fee was above \$.50, the base fee was rounded up and if it was below \$.50 the number was rounded down.

Mr. Arnold stated he believes water customers will see the increase in the base fees and want to know why; when the answer is because it simplifies the system that will not be a suitable answer for the water customers.

Ms. Melendez inquired if the water bills can show what tier of usage a customer is using.
Ms. Garcia stated that is something that can be included on the bills and it is estimated to begin next summer.

Mr. Vazquez stated he would prefer keeping the base rates the same and be consistent with usage fee increases as they are passed through to the customers and not taking a piece for revenue.

Mr. McCargar clarified the intent of the Town Board for the record. There is a motion pending that has been seconded to approve the resolution as presented. Mr. McCargar recommends a motion to amend the pending motion to preserve the existing base rates but approve the changes in the usage fees. If there is a second, and a majority in favor of that amendment, a vote would be taken on motion as amended.

Town Board Member Bishop-Cotner motioned to amend the resolution to include the rate increase for the past through costs but to keep the base rates the same; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays- None; Motion passed.

Town Board Member Bishop-Cotner motioned to approve Resolution No. 2015-88 as amended; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays- None; Motion passed.

9. Update on Boardwalk Park Band Shell/Pavilion Project

- Staff presentation: Eric Lucas, Director of Parks, Recreation & Culture

Director of Parks, Recreation and Culture Eric Lucas stated on November 9, 2015 consultants and staff discussed the band shell project with the Town Board in more of a full scope nature. The Town Board directed staff to come back with the cost estimate for the band shell itself.

Mr. Lucas stated the structure itself is approximately 24' X 30' and about 18 inches off the ground. The band shell will include hookups for speakers and acoustical equipment as well as some minor lighting and the ability to be able to put a removal backdrop on the stage.

The proposed budget does include the request of a dance floor in front of the band shell which will be 85' X 20' and added an additional \$12,700 to the budget. The total budget for the band shell is \$179,892.

With Town Board support, the intent is to move forward with final design drawings to help ensure the project can be constructed in the spring of 2016. This timeline will enable staff to utilize the structure for events in 2016.

Mr. Rose inquired if the dance pad will be constructed out of concrete.

Mr. Lucas stated it would be a concrete apron in front of the band shell.

Mr. Rose inquired if the dance pad will be approved on tonight as well since it is an alternate item.

Mr. Lucas stated the project can be put out to bid with the dance area being an alternate or it can be included in the project.

The Town Board is in consensus to move forward with the band shell project.

10. Financial Report

- Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer provided an overview of the financial reported included in the Town Board packet and noted that sales tax collection of the 3.2% sales tax for October was \$834,647 and had the first month of over \$1 million in sales tax collections between the 3.2% rate and the .75% CRC expansion tax.

- October 2015 year-to-date gross sales tax increased 4.69% from October 2014
- Construction use tax through October is at 96.22% of the annual budget.
- CRC expansion tax collections surpassed budget requirements for the ninth consecutive month.
- Single Family Residential building permits total 256 compared to 217 in October 2014.
- 31 business licenses were issued in October of which 19 were sales tax vendors.

D. COMMUNICATIONS

1. Communications from the Town Attorney

None

2. Communications from Town Staff

Mr. Ballstadt stated the Weld County Coordinated Planning Agreement called for adoption for some common development standards and the target date was the end of the year. Staff did propose those standards to the Planning Commission and Town Board which were approved. The standards were then sent to Weld County and a notice was received last week that Weld County has some questions about some of the standards. Weld County's Planning Department is scheduling a work session with the county commissioners to address any questions or concerns.

3. Communications from the Town Manager

Mr. Arnold congratulated the Town Board for a good 2015.

3. Communications from Town Board Members

Mr. Adams stated there are some intelligent individuals that have been appointed to advisory boards.

Mr. Vazquez congratulated the Windsor High School football team for their state championship.

Mr. Vazquez also congratulated the Loveland High School football teams on their achievements as well.

E. EXECUTIVE SESSION

An executive session pursuant to § 24-6-402 (4)(a), C.R.S., concerning the purchase, acquisition, lease, transfer, or sale of real property, and no members of the Town Board have any personal interests in such purchase, acquisition, lease transfer, or sale – open space (Kelly Arnold and Eric Lucas)

Town Board Member Melendez motioned to go into executive session pursuant to § 24-6-402 (4)(a), C.R.S., concerning the purchase, acquisition, lease, transfer, or sale of real property, and no members of the Town Board have any personal interests in such purchase, acquisition, lease transfer, or sale – open space (Kelly Arnold and Eric Lucas); Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas – Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays- None; Motion passed.

Upon a motion duly made, the Town Board returned to the regular meeting at 9:13 p.m.

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

Upon returning to the regular meeting, Mayor Vazquez advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Regular Meeting resumed at 9:13 p.m.

F. ADJOURN

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

The meeting was adjourned at 9:13 p.m.



Krystal Eucker, Deputy Town Clerk