



TOWN BOARD REGULAR MEETING
January 11, 2016 - 7:00 P.M.
Town Board Chambers
301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
4. Board Liaison Reports
 - 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

5. Invited to be Heard

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

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

B. CONSENT CALENDAR

1. Minutes of the December 14, 2015 Regular Town Board Meeting – K. Eucker
2. Resolution No. 2016-01 – A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings – P. Garcia
3. Resolution No. 2016-02 - Resolution Approving and Accepting a Deed of Dedication for Public Use as a Perpetual Right of Way for Street, Transportation and Utility Purposes Concerning the Northeast Corner of 7th Street and Eastman Park Drive, in the Town of Windsor, Colorado – I. McCargar
4. List of Bills December 2015 – D. Moyer

C. BOARD ACTION

1. 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
Super-majority vote required for adoption on second reading
 - Second Reading
 - Legislative action
 - Staff presentation: Kimberly Emil, Assistant Town Attorney
2. Ordinance No. 2016-1516 – An Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Sections 13-10-107 and 13-10-108, C.R.S., and Section 2-4-90 of the *Windsor Municipal Code*
 - First Reading
 - Legislative action
 - Staff presentation: Ian McCargar, Town Attorney
3. Public Hearing – Ordinance No. 2016-1517 - Repealing, Amending and Readopting Article XV, Chapter 17 of the Windsor Municipal Code regarding Road Impact Fees
 - Staff presentation: Scott Ballstadt, Director of Planning
4. Ordinance No. 2016-1517 - Repealing, Amending and Readopting Article XV, Chapter 17 of the Windsor Municipal Code regarding Road Impact Fees
 - First Reading
 - Legislative action
 - Staff Presentation: Scott Ballstadt, Director of Planning
5. Public Hearing – Ordinance No. 2016-1518 - Repealing, Amending and Readopting Section 16-10-20 of the Windsor Municipal Code and Adopting Section 16-7-85 of the Windsor Municipal Code regarding Home Occupations involving tutoring or instruction
 - Staff presentation: Paul Hornbeck, Senior Planner
6. Ordinance No. 2016-1518 - Repealing, Amending and Readopting Section 16-10-20 of the Windsor Municipal Code and Adopting Section 16-7-85 of the Windsor Municipal Code regarding Home Occupations involving tutoring or instruction
 - First Reading
 - Legislative action
 - Staff Presentation: Paul Hornbeck, Senior Planner
7. Site Plan Presentation – Valley Center Subdivision, Lot F – Agrifab – Alan Highstreet, Agrifab Colorado, LLC applicant/ Josh Erramouspe, Olsson Associates, applicant’s representative
 - Staff presentation: Paul Hornbeck, Senior Planner

8. Resolution No. 2016-03 – A Resolution Authorizing the Town Manager to Waive a Portion of Windsor Use Tax for the Benefit of the Windsor Housing Authority’s Windsor Meadows Project, Phase II
 - Legislative action
 - Staff presentation: Kelly Arnold, Town Manager

9. Resolution No. 2016-04 – A Resolution Approving and Authorizing the Execution of an Intergovernmental Agreement with the Larimer County Board of County Commissioners for Ongoing Maintenance of Crossroads Boulevard in the Vicinity of County Line Road
 - Legislative action
 - Staff presentation: Dennis Wagner, Director of Engineering

10. Resolution No. 2016-05 – A Resolution Approving and Authorizing the Execution of an Intergovernmental Agreement with the Larimer County Board of County Commissioners for Financing of Traffic Control Improvements to the Intersection of Crossroads Boulevard and County Line Road
 - Legislative action
 - Staff presentation: Dennis Wagner, Director of Engineering

D. COMMUNICATIONS

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

E. ADJOURN



TOWN BOARD REGULAR MEETING
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301 Walnut Street, Windsor, CO 80550

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MINUTES

A. CALL TO ORDER

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

- | | | |
|--------------|---------------|--|
| 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.

4. 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

TOWN OF WINDSOR

RESOLUTION NO. 2016-01

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

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

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

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

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

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of January, 2016.

TOWN OF WINDSOR

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 11, 2016
To: Mayor and Town Board
Via: Regular meeting materials, January 11, 2016
From: Ian D. McCargar, Town Attorney
Re: Acceptance of Deed of Dedication of Right of Way and Easement Rights
Item #: B.3.

Background / Discussion:

In order to proceed with the planned roundabout for 7th Street and Eastman Park Drive, the Town needed to acquire a right of way for the Northeast corner of 7th Street and Eastman Park Drive. The Town negotiated and obtained a signed Deed of Dedication for the required property rights as depicted in both the Deed and its Exhibits which are attached. This transaction has been voluntarily entered into by the property owners. The legal descriptions and depictions have been reviewed by Town Engineering staff.

Financial Impact: None.

Relationship to Strategic Plan: Effective infrastructure

Recommendation:

- Adopt Resolution Approving and Accepting a Deed of Dedication for Public Use as a Perpetual Right of Way for Street, Transportation and Utility Purposes Concerning the Northeast Corner of 7th Street and Eastman Park Drive, in the Town of Windsor, Colorado
- Authorize the Mayor to sign the Acceptance section of the Deed of Dedication on behalf of the Town.

Attachments:

- Resolution No. 2016-02 Approving and Accepting a Deed of Dedication for Public Use as a Perpetual Right of Way for Street, Transportation and Utility Purposes Concerning the Northeast Corner of 7th Street and Eastman Park Drive, in the Town of Windsor, Colorado
- Deed of Dedication for Right of Way and Easement Rights and Exhibits

TOWN OF WINDSOR

RESOLUTION NO. 2016-02

A RESOLUTION APPROVING AND ACCEPTING A DEED OF DEDICATION FOR PUBLIC USE AS A PERPETUAL RIGHT OF WAY FOR STREET, TRANSPORTATION AND UTILITY PURPOSES CONCERNING THE NORTHEAST CORNER OF 7TH STREET AND EASTMAN PARK DRIVE, IN THE TOWN OF WINDSOR, COLORADO

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

WHEREAS, the Town is responsible for a system of transportation within its corporate limits; and

WHEREAS, the Town has appropriated funds for the construction of a roundabout at the intersection of 7th Street and Eastman Park Drive in 2016; and

WHEREAS, the dedication of the right of way and easement rights is needed to facilitate the roundabout; and

WHEREAS, the property owner at the northeast corner of the intersection has tendered a Deed of Dedication for Right of Way and Easement Rights dated January 4, 2016 (“Deed of Dedication”), a copy of which is attached hereto and incorporated by this reference as if set forth fully; and

WHEREAS, the Town Board has reviewed the Deed of Dedication and has concluded that its approval and acceptance is in the public interest.

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

Section 1. The attached Deed of Dedication for Right of Way and Easement Rights dated January 4, 2016, is hereby approved and accepted.

Section 2. The Mayor is hereby authorized to execute the Acceptance section of the attached Deed of Dedication on behalf of the Town.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

ACCEPTANCE

The Town of Windsor hereby accepts the above Deed of Dedication for Right-of-Way and Easement Rights for municipal and utility purposes as defined herein.

Dated this ____ day of _____, 2016.

TOWN OF WINDSOR, COLORADO
a Colorado home rule municipality

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

APPROVED AS TO FORM:

Ian D. McCargar, Town Attorney

EXHIBIT A

PARCEL DESCRIPTION

A parcel of land, being part of the Personal Representative Deed as recorded May 23, 2011 as Reception No. 3770058 of the Records of the Weld County Clerk and Recorder, located in the Southwest Quarter (SW1/4) of Section Twenty-one (21), Township Six North (T.6N.), Range Sixty-seven West (R.67W.) of the Sixth Principal Meridian (6th P.M.), County of Weld, State of Colorado and being more particularly described as follows:

COMMENCING at the Southwest corner of said Section 21 and assuming the West line of said SW1/4 as bearing North 00°14'22" West being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2007, a distance of 2668.08 feet and with all other bearings contained herein relative thereto;

THENCE North 00°14'22" West a distance of 60.00 feet to an extension of the Northerly Right of Way (ROW) of Weld County Road 66/Eastman Park Drive;

THENCE South 89°36'53" East along said extension a distance of 30.00 feet to the apparent Easterly ROW of Seventh Street, said Easterly ROW being 30.00 feet East of and parallel to, as measured at a right angle, the West line of the SW1/4 of Section 21 and to the POINT OF BEGINNING;

THENCE North 00°14'22" West along said Easterly ROW a distance of 53.28 feet;

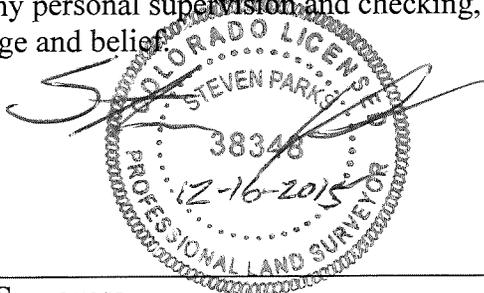
THENCE South 18°22'32" East a distance of 56.27 feet to the Northerly ROW of Eastman Park Drive;

THENCE North 89°36'53" West along said Northerly ROW a distance of 17.52 feet to the POINT OF BEGINNING.

Said described parcel of land contains 465 Square Feet, more or less (\pm), and may be subject to any rights-of-way or other easements of record or as now existing on said described parcel of land.

SURVEYORS STATEMENT

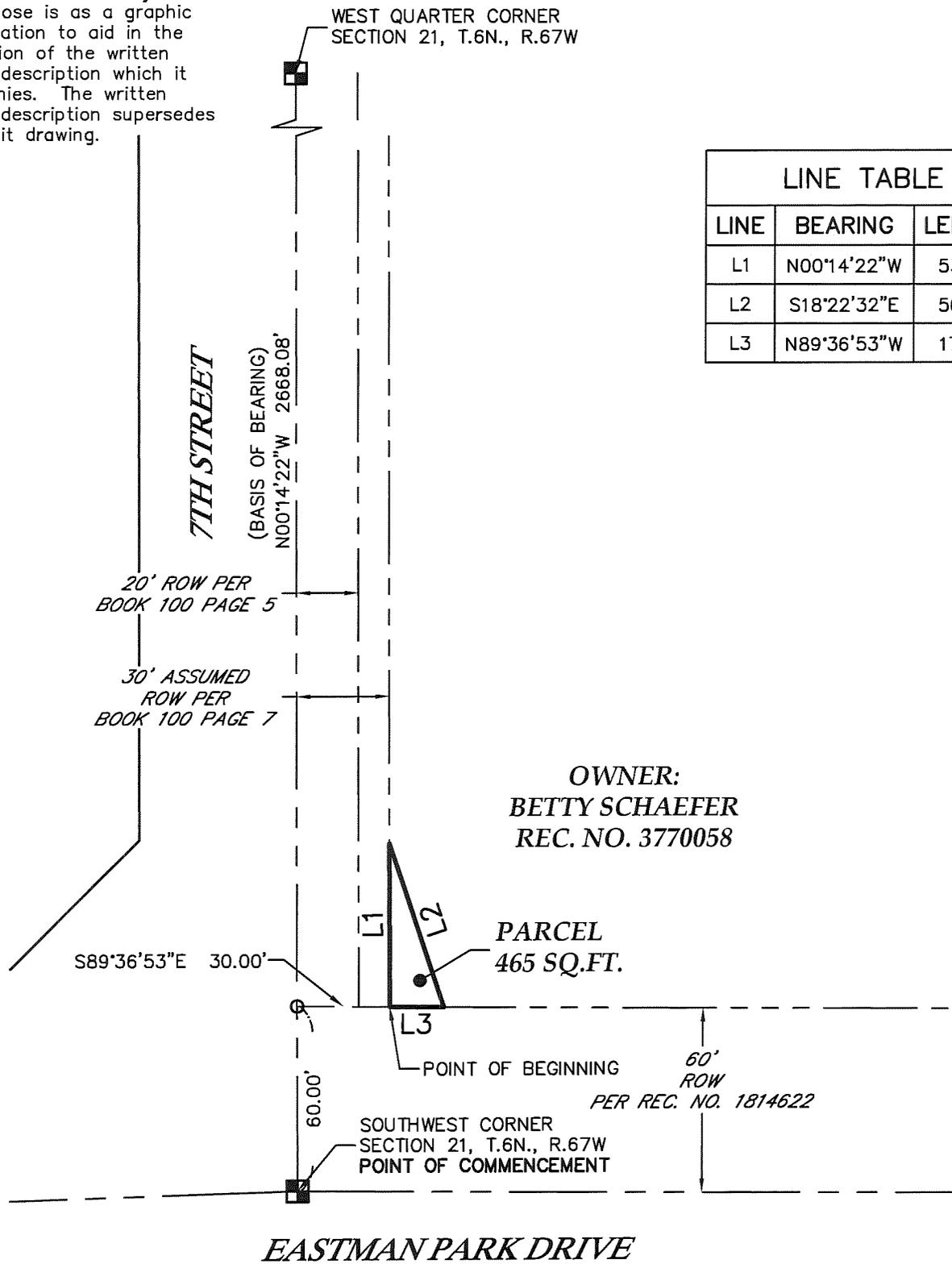
I, Steven Parks, a Colorado Licensed Professional Land Surveyor do hereby state that this Parcel Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.



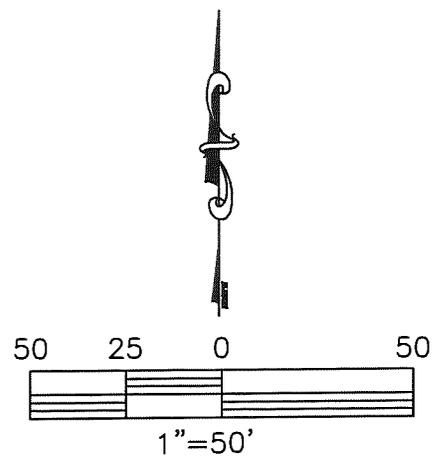
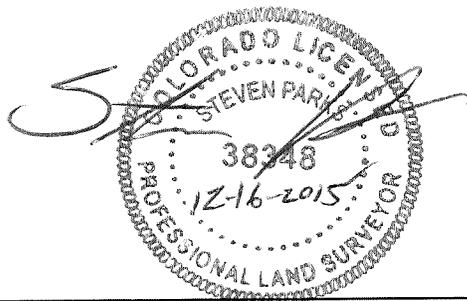
Steven Parks - on behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38348

KING SURVEYORS
650 Garden Drive
Windsor, Colorado 80550
(970) 686-5011

NOTE: This exhibit drawing is not intended to be a monumented land survey. It's sole purpose is as a graphic representation to aid in the visualization of the written property description which it accompanies. The written property description supersedes the exhibit drawing.



LINE TABLE		
LINE	BEARING	LENGTH
L1	N00°14'22"W	53.28'
L2	S18°22'32"E	56.27'
L3	N89°36'53"W	17.52'



Steven Parks – On Behalf Of King Surveyors
Colorado Licensed Professional
Land Surveyor #38348



KING SURVEYORS

650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | fax: (970) 686-5821
www.kingsurveyors.com

PROJECT NO: 2015099
DATE: 12-15-2015
CLIENT: INTERWEST
DWG: 2015099EXHIBIT
DRAWN: SIP **CHECKED:** SIP

Exhibit B (p. 1 of 2)

PARCEL DESCRIPTION

A parcel of land, being part of the Personal Representative Deed as recorded May 23, 2011 as Reception No. 3770058 of the Records of the Weld County Clerk and Recorder, located in the Southwest Quarter (SW1/4) of Section Twenty-one (21), Township Six North (T.6N.), Range Sixty-seven West (R.67W.) of the Sixth Principal Meridian (6th P.M.), County of Weld, State of Colorado and being more particularly described as follows:

COMMENCING at the Southwest corner of said Section 21 and assuming the West line of said SW1/4 as bearing North 00°14'22" West being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2007, a distance of 2668.08 feet and with all other bearings contained herein relative thereto;

THENCE North 00°14'22" West a distance of 60.00 feet to an extension of the Northerly Right of Way (ROW) of Weld County Road 66/Eastman Park Drive;

THENCE South 89°36'53" East along said extension and along said ROW a distance of 47.52 feet to the POINT OF BEGINNING;

THENCE North 18°22'32" West a distance of 56.27 feet to the apparent Easterly ROW of Seventh Street, said Easterly ROW being 30.00 feet East of and parallel to, as measured at a right angle, the West line of the SW1/4 of Section 21;

THENCE North 00°14'22" West along said Easterly ROW a distance of 395.52 feet to the Northeasterly line of Reception No. 3770058;

THENCE South 57°10'40" East along said Northeasterly line a distance of 11.93 feet;

THENCE South 00°14'22" East a distance of 387.41 feet;

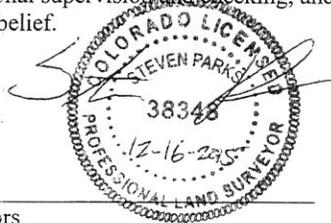
THENCE South 18°22'32" East a distance of 58.07 feet to the Northerly ROW of Eastman Park Drive;

THENCE North 89°36'53" West along said Northerly ROW a distance of 10.56 feet to the POINT OF BEGINNING.

Said described parcel of land contains 4,486 Square Feet, more or less (\pm), and may be subject to any rights-of-way or other easements of record or as now existing on said described parcel of land.

SURVEYORS STATEMENT

I, Steven Parks, a Colorado Licensed Professional Land Surveyor do hereby state that this Parcel Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.

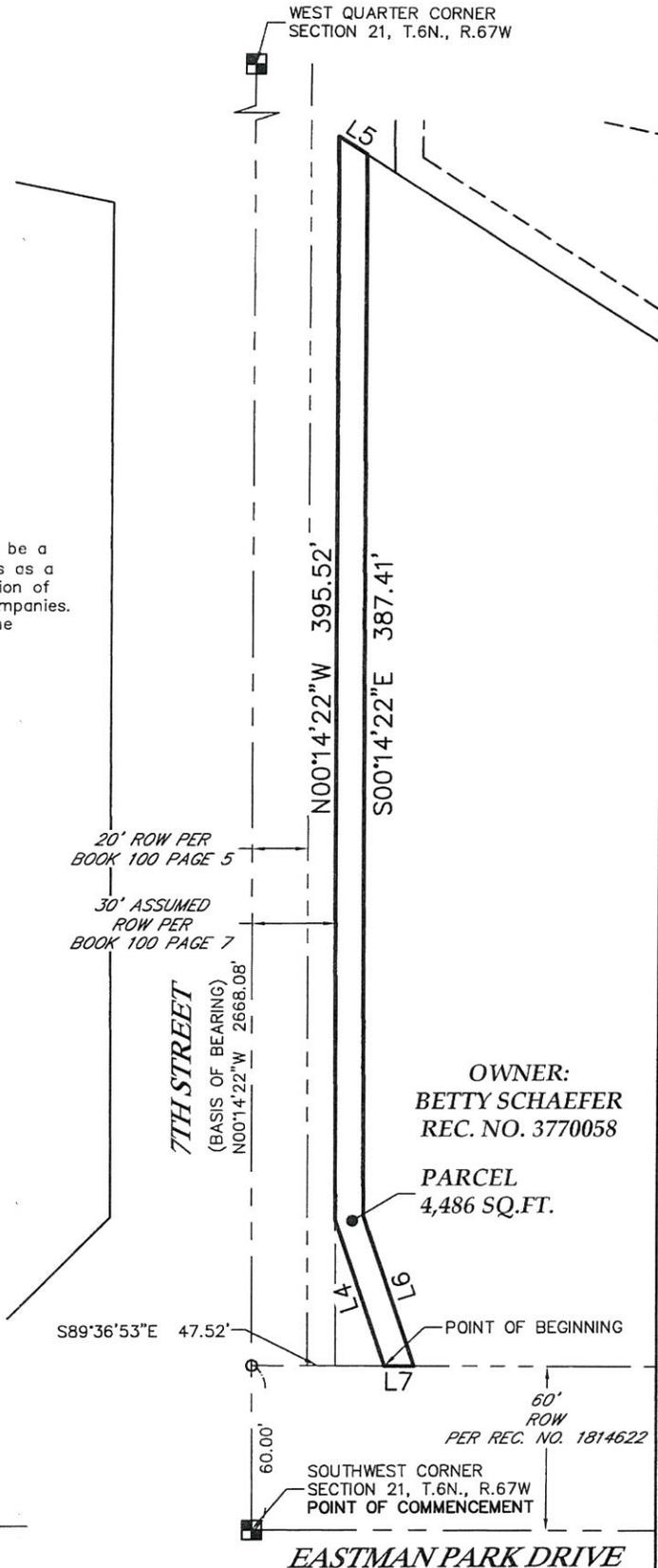
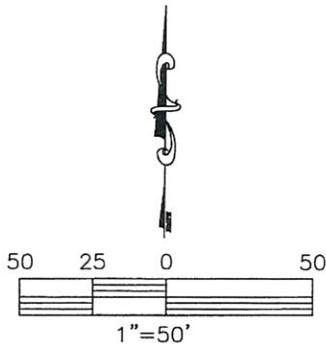


Steven Parks - on behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38348

KING SURVEYORS
650 Garden Drive
Windsor, Colorado 80550
(970) 686-5011

LINE TABLE		
LINE	BEARING	LENGTH
L4	N18°22'32"W	56.27'
L5	S57°10'40"E	11.93'
L6	S18°22'32"E	58.07'
L7	N89°36'53"W	10.56'

NOTE: This exhibit drawing is not intended to be a monumented land survey. It's sole purpose is as a graphic representation to aid in the visualization of the written property description which it accompanies. The written property description supersedes the exhibit drawing.



Steven Parks - On Behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38348



KING SURVEYORS

650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | fax: (970) 686-5821
www.kingsurveyors.com

PROJECT NO: 2015099
DATE: 12-15-2015
CLIENT: INTERWEST
DWG: 2015099EXHIBIT
DRAWN: SIP CHECKED: SIP

Report of Bills

December 2015



TOWN OF WINDSOR
301 WALNUT STREET
WINDSOR, CO 80550
WWW.WINDSORGOV.COM

(970) 674-2400
MON-FRI 8AM TO 5PM

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 01 GENERAL FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75234	AFLAC	OCT. 2015 EMPLOYEE DEDUCTIONS	12/11/2015	2,036.08
75287	COLORADO DEPARTMENT OF REVENUE	SALES TAX PAYABLE CRC	12/11/2015	79.00
75246	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	12/11/2015	296.57
75247	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	12/11/2015	276.92
75318	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	12/18/2015	296.57
75319	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	12/18/2015	276.92
75185	LARIMER COUNTY SALES AND USE TAX	OCT 2015 USE TAX COLLECTIONS	12/04/2015	19,488.03
75236	LARIMER COUNTY SALES AND USE TAX	USE TAX NOV 2015	12/11/2015	3,438.39
75354	QUALITY CRAFTERS	SALES TAX REIMB FOR VENDOR FEE	12/18/2015	36.57
75264	SAFEBUILT INC.	NOV 2015 BLDG PERMIT REIMB	12/11/2015	56,861.96
75280	STANDARD INSURANCE COMPANY	LIFE/DISABILITY INSUR	12/11/2015	7,160.72
75412	SUMMIT COMPANIES, INC.	SECURITY DEPOSIT REIMB	12/25/2015	13,437.62
75245	UNITED WAY OF WELD COUNTY	EMPLOYEE DONATION	12/11/2015	15.00
75317	UNITED WAY OF WELD COUNTY	EMPLOYEE DONATION	12/18/2015	15.00
75232	VISION SERVICE PLAN	NOV. VISION SVCS	12/11/2015	2,133.77
75231	WELD COUNTY DRUG TASK FORCE	MUNICIPAL COURT COLLECTIONS NOV 2015	12/11/2015	1,246.00
75240	WINDSOR-SEVERANCE FIRE PROTECT	BLDG PERMIT FEE COLLECT REIMB	12/11/2015	52,650.00

Total for Department: 000 NO PROJECT CODI 159,745.12

Department: 410 TOWN CLERK/CUSTOMER SERVI

75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	11.39
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	19.60
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	19.60
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASST PGM	12/11/2015	25.92
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	54.21
75237	OFFICE DEPOT	OFFICE SUPPLIES	12/11/2015	25.61
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	431.40
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	110.20
75265	THE GREELEY TRIBUNE	ORD 2015-1512	12/11/2015	38.00
75325	THE GREELEY TRIBUNE	ORD 2015-1512	12/18/2015	38.50

Total for Department: 410 TOWN CLERK/CUS 774.43

Department: 411 MAYOR & TOWN BOARD

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75333	CARD SERVICES	MAYOR-COFFEE	12/18/2015	230.53
Total for Department: 411 MAYOR & TOWN I				230.53
Department: 412 MUNICIPAL COURT				
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	3.54
75221	COREN PRINTING, INC.	STAMP	12/11/2015	24.00
75172	MICHAEL E MANNING	MUN COURT JUDGE SVCS-NOV 2015	12/04/2015	1,410.00
Total for Department: 412 MUNICIPAL COUR				1,437.54
Department: 413 TOWN MANAGER				
75333	CARD SERVICES	MGR-MGMT TEAM MTG REFRESH	12/18/2015	27.06
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	0.25
75297	DILLON WALKER	TIER I PRIDE WINNER AWARD	12/11/2015	25.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90
75305	DOUG ROTH	PRIDE OF WINDSOR TIER III WINNER AWARD	12/11/2015	300.00
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	9.72
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	6.91
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	5.00
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	31.61
75395	SLATE COMMUNICATIONS	WINDSOR 125TH SUMMARY VIDEO	12/25/2015	10,400.00
75351	STUFT BURGER	TIER III AWARD 2015	12/18/2015	50.00
75300	THE SUMMIT	FINAL PYMT FOR END OF YEAR PARTY	12/11/2015	4,658.16
Total for Department: 413 TOWN MANAGER				15,523.51
Department: 415 FINANCE				
75333	CARD SERVICES	FIN/IT-MEETING SNACKS	12/18/2015	13.48
75400	CENTRO PRINT SOLUTIONS	END-OF-YEAR W2/1099 FORMS	12/25/2015	602.17
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	37.62
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	24.50
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	24.50
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	16.20
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	209.15
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	8.34
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	126.09
75265	THE GREELEY TRIBUNE	NOTICE OF BUDGET PUBLIC HEARING	12/11/2015	20.00
Total for Department: 415 FINANCE				1,082.05
Department: 416 HUMAN RESOURCES				
75333	CARD SERVICES	HR-EMPLOYMENT ADS	12/18/2015	197.95
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	7.74
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75257	HIRERIGHT SOLUTIONS INC	NOV 2015 BACKGROUND CHECKS	12/11/2015	574.88
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	6.48
75279	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST	PHYSICAL	12/11/2015	85.00
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	6.87
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	5.00
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	246.63
75355	SHAVONNE MCGUIRE	LUNCH/LEARN PRESENTER FEE DEC 2015	12/18/2015	50.00
75326	THE GREELEY TRIBUNE	HR WEBSKIN	12/18/2015	85.00
75321	UNIVERSITY OF COLORADO HEALTH	VACCINE	12/18/2015	514.00
75222	VERIZON WIRELESS SERVICES LLC	CELL PHONE SVC	12/11/2015	36.22
Total for Department: 416 HUMAN RESOURC				1,825.57
Department: 418 LEGAL SERVICES				
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	1.99
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	9.80
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	9.80
75274	LAWRENCE JONES CUSTER GRASMICK	LEGAL SVCS WATER	12/11/2015	3,682.52
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	6.48
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	15.98
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	208.18
75394	SPENCER FANE AND GRIMSHAW LLP	BUILDING AUTHORITY ATTORNEY	12/25/2015	73.00
75341	WEST PUBLISHING CORPORATION	WESTLAW SUBSCRIPTION NOV 2015	12/18/2015	699.37
Total for Department: 418 LEGAL SERVICES				4,707.12
Department: 419 PLANNING & ZONING				
75333	CARD SERVICES	BOARD-MTG BREAKFAST	12/18/2015	203.24
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	23.93
75221	COREN PRINTING, INC.	NAME PLATE/BADGE FOR BOARD MEMBER	12/11/2015	28.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	14.70
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	14.70
75401	HOUSEAL LAVIGNE ASSOCIATES	CONSULTING SVCS-COMPREHENSION PLAN	12/25/2015	30,355.93
75204	JOSH OLHAVA	REIMBURSE FOR AICP EXAM FEE	12/04/2015	495.00
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	16.20
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	68.73
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	89.14
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	78.76
75265	THE GREELEY TRIBUNE	BOA SIGN VARIANCE	12/11/2015	21.00
75325	THE GREELEY TRIBUNE	BOA PH ON 222 N 6TH VARIANCE	12/18/2015	19.60
Total for Department: 419 PLANNING & ZONI				31,428.93
Department: 420 ECONOMIC DEVELOPMENT				
75333	CARD SERVICES	ECON-RTA/GONOCO WEBSITE FEES	12/18/2015	306.54
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	25.52
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75342	GONOCO	GONOCO RTA APPLICATION	12/18/2015	5,000.00
75218	LORIE PASTORE	POSTAGE REIMB	12/04/2015	25.10
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	6.48
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	3.98
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	3.33
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	15.90
75217	SCHUSSLER CREATIVE, INC	CONSULTING-RTA-TRAVEL REIMB	12/04/2015	995.17
75411	STELLAR DEVELOPMENT, LLC	RTA CONSULTING TRAVEL EXPENSES	12/25/2015	983.71

Total for Department: 420 ECONOMIC DEVEI 7,375.53

Department: 421 POLICE DEPARTMENT

75284	ADAMSON POLICE PRODUCTS	DUTY HOLSTER/MAG POUCH/C LOOS	12/11/2015	110.00
75276	ANIMAL CARE EQPT AND SERVICE	LEASHES/QTY 50	12/11/2015	57.72
75333	CARD SERVICES	PD-NOTARY RENEWAL	12/18/2015	170.72
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	37.95
75229	CENTURYLINK	UTILITIES-	12/11/2015	299.47
75220	CHEMATOX LABORATORY INC	BLOOD ALCOHOL TEST/15-14350	12/11/2015	20.00
75308	CHEMATOX LABORATORY INC	DRUG SCREEN/15-13208	12/18/2015	310.00
75230	CIRSA	OCT 2015 DEDUCTABLE PORTION	12/11/2015	1,880.00
75221	COREN PRINTING, INC.	NAME PINS/RUSCH & LOPEZ	12/11/2015	728.00
75383	CREATIVE CULTURE INSIGNIA, LLC	BADGE/C LOOS	12/25/2015	95.75
75375	DELBERT STOLTZ	MOW/WEEDS/815 ELM/1411 GRAND	12/25/2015	85.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	44.10
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	34.30
75243	MAIL N COPY	LAMINATION FOR FIREARMS BOOK	12/11/2015	25.33
75278	MEDICAL CENTER OF THE ROCKIES	BLOOD DRAW/15-14660/15-13412/15-13850/15-14020	12/11/2015	524.00
75390	MEDICAL CENTER OF THE ROCKIES	BLOOD DRAWS/15-15690 15-15872	12/25/2015	262.00
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	87.48
75334	NOEL TOWING	TOWING & IMPOUND/15-16056	12/18/2015	264.50
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	59.55
75237	OFFICE DEPOT	OFFICE SUPPLIES	12/11/2015	154.77
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	152.94
75226	PETTY CASH	PETTY CASH REIMB	12/11/2015	85.99
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	552.79
75376	THE HUMANE SOCIETY OF WELD COUNTY	ANIMAL CARE & HOUSING/QTY 2/15-15400	12/25/2015	252.62
75248	THOMAS R ECKRICH	ANNIVERSARY PLAQUE	12/11/2015	80.00
75222	VERIZON WIRELESS SERVICES LLC	CELL PHONE SVC	12/11/2015	1,164.84
75359	WELD COUNTY CLERK AND RECORDER	RECORDING FEES	12/25/2015	22.00
75176	XCEL ENERGY	UTILITIES-PD	12/04/2015	1,885.95

Total for Department: 421 POLICE DEPARTM 9,447.77

Department: 428 RECYCLING

75397	ULTIMATE SPECIALTIES LLC	REPAIR CARDBOARD COMPACTOR @ RECYCLE CITE	12/25/2015	237.00
75309	WASTE MANAGEMENT OF COLORADO	RECYCLE SITE PULLS	12/18/2015	1,022.40
75176	XCEL ENERGY	UTILITIES-RECYCLING	12/04/2015	33.08

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Total for Department: 428 RECYCLING				1,292.48
Department: 429 STREETS & ALLEYS				
75333	CARD SERVICES	PW-CONF REG/TRAINING CLAS REFRESH	12/18/2015	249.98
75327	CITY OF FORT COLLINS	ICE BUSTER	12/18/2015	13,708.89
75328	COLORADO ASPHALT SERVICES, INC	BAG OF ASPHALT	12/18/2015	920.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90
75356	FORT COLLINS-LOVELAND WATER DISTRICT	WATER PURCHASED	12/25/2015	32.67
75294	FULLER LANDSCAPING, LLC	HAUL TRASH AT I-25 & 392 INTERSECTION	12/11/2015	940.00
75224	MANWEILER HARDWARE, INC	LIGHTS AND FLASH LIGHT	12/11/2015	80.95
75173	MICHAEL TODD AND COMPANY, INC.	SIGNS	12/04/2015	1,567.82
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	12.96
75237	OFFICE DEPOT	DESK CALENDAR	12/11/2015	82.70
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	73.28
75182	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTLITIES	12/04/2015	3,581.81
75314	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	12/18/2015	7,390.20
75301	QUICK STITCH EMBROIDERY, LLC	UNIFORMS	12/11/2015	75.50
75329	STEVE SCHMIDT TRUCKING, INC	HAULING ICE BUSTER	12/18/2015	913.75
75222	VERIZON WIRELESS SERVICES LLC	TOWN BILLBOARDS	12/11/2015	33.61
75227	XCEL ENERGY	UTILITIES-STREET LIGHTS	12/11/2015	24,673.31
Total for Department: 429 STREETS & ALLEY				54,347.23
Department: 430 PUBLIC WORKS DEPARTMENT				
75263	AT AND T MOBILITY	PW PHONE SVC	12/11/2015	84.50
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	10.78
75399	COMPLETE WIRELESS TECHNOLOGIES	FCC LICENCE	12/25/2015	395.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90
75223	GENERAL AIR SERVICE AND SUPPLY CO	WELDING SUPPLIES	12/11/2015	81.38
75358	GRAINGER, INC.	HVAC MOTOR	12/25/2015	56.30
75243	MAIL N COPY	LAMINATION OF SNOW PLOW PLANS	12/11/2015	22.99
75224	MANWEILER HARDWARE, INC	BATTERIES	12/11/2015	28.75
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	3.24
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	51.59
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	37.36
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	409.52
75222	VERIZON WIRELESS SERVICES LLC	CELL PHONE SVC	12/11/2015	32.03
75392	WORKSPACE INNOVATIONS LTD	USED TASK CHAIR	12/25/2015	100.00
75176	XCEL ENERGY	UTILITIES-PW	12/04/2015	1,239.01
75248	THOMAS R ECKRICH	ANNIVERSARY PLAQUE	12/11/2015	40.00
Total for Department: 430 PUBLIC WORKS DI				2,602.25
Department: 431 ENGINEERING DEPARTMENT				
75333	CARD SERVICES	ENG-UNIFORM	12/18/2015	54.95
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	14.08

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	19.60
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	19.60
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	19.44
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	15.64
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	10.00
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	78.76
75248	THOMAS R ECKRICH	ANNIVERSARY PLAQUE	12/11/2015	40.00
75189	UNIVERSITY OF COLORADO HEALTH	MUTCD-2009 STUDY COURSE	12/04/2015	50.00

Total for Department: 431 ENGINEERING DEI 322.07

Department: 432 CEMETERY

75333	CARD SERVICES	PKS-SOLAR LIGHT	12/18/2015	39.94
75249	COUNTRY JOHNS	WINDSOR LAKE RESTROOM SERVICES	12/11/2015	595.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90
75295	LANDMARK MONUMENTS, LLC	MARBLE BASE REPAIR	12/11/2015	250.00
75224	MANWEILER HARDWARE, INC	GLUE	12/11/2015	63.85
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	3.24
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	1.86
75370	PIONEER SAND COMPANY	PEA GRAVEL	12/25/2015	318.62
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	15.71
75227	XCEL ENERGY	UTILITIES-CEMETERY	12/11/2015	403.82

Total for Department: 432 CEMETERY 1,701.84

Department: 433 COMMUNITY EVENTS

75192	DIGI PIX SIGNS	FLYERS	12/04/2015	729.00
75395	SLATE COMMUNICATIONS	WINDSOR 125TH VIDEO CREATION PYMT 2	12/25/2015	1,186.00
75326	THE GREELEY TRIBUNE	ADVERTISING WINDSOR 125	12/18/2015	360.00
75324	WINDSOR HIGH SCHOOL	COOKIES FOR WINDSOR WONDERLAND -ACTIVITY CODE #2	12/18/2015	80.00

Total for Department: 433 COMMUNITY EVE 2,355.00

Department: 450 FORESTRY

75333	CARD SERVICES	FOREST-ISA MEMBERSHIP 2016	12/18/2015	267.00
75364	COLORADO TREE COALITION, INC	TREES FOR TREE SALE	12/25/2015	3,465.00
75201	FERGUSON ENTERPRISES, INC.	CHRISTMAS LIGHTS FOR DOWN TOWN	12/04/2015	90.63
75224	MANWEILER HARDWARE, INC	TAPE, NYLON STRAPS & SCREWS	12/11/2015	3.32
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	6.48
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	9.31
75370	PIONEER SAND COMPANY	ROCK FOR TREASURE ISLAND	12/25/2015	247.05
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	78.76
75239	WINDSOR HARDWARE, LLC	LIGHTS FOR DEPOT	12/11/2015	7.99

Total for Department: 450 FORESTRY 4,175.54

Department: 451 RECREATION

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75333	CARD SERVICES	PKS/REC-EMPLOYEE APPREC	12/18/2015	1,931.36
75272	CASH-WA DISTRIBUTING CO.	KITCHEN SUPPLIES	12/11/2015	57.44
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	46.49
75233	CO PARKS AND RECREATION ASSOC	NUGGETS SKILLS CHALLENGE REGISTRATION	12/11/2015	30.00
75207	DANNI DANCE CORP	NOVEMBER DANCE	12/04/2015	297.50
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	19.60
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	14.70
75380	GOLF AND SPORT SOLUTIONS, LLC	FIELD DIRT FOR DIAMOND VALLEY	12/25/2015	6,100.00
75379	HIGHLAND PARK LANES	ADAPTIVE BOWLING	12/25/2015	358.40
75255	KING SOOPERS	FITNESS SUPPLIES	12/11/2015	308.84
75224	MANWEILER HARDWARE, INC	RADIANT TANK HEATER	12/11/2015	31.49
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	16.20
75214	NEVCO, INC.	SCOREBOARD CONTROLLER REPAIR	12/04/2015	114.84
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	125.46
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	5.38
75330	POWER TO PLAY SPORTS LLC	COMPETITIVE WINTER LEAGUE	12/18/2015	15,500.00
75177	SAMS CLUB DIRECT	CONCESSIONS SUPPLIES	12/04/2015	68.46
75250	VERMONT SYSTEMS, INC.	ANNUAL MAINTENANCE CONTRACT - RECTRAC	12/11/2015	7,313.84
75239	WINDSOR HARDWARE, LLC	ROOM HEATERS	12/11/2015	49.98
75405	ALISON KOSTER	SCIENCE CLASS SUPPLIES REIMB	12/25/2015	37.21
75408	CAROL HIRATA	REC PICTURES	12/25/2015	600.00
75340	DENEICE J DYER	NOVEMBER BALLET	12/18/2015	492.80
75343	JAMES L EHRLICH	SENIOR'S NYE BAND	12/18/2015	300.00
75338	MARIE C DOTTS	NOV/DEC T'AI CHI CHIH	12/18/2015	346.50
75213	MICHAEL LOUGHLIN	NYS CA FEE REIMB	12/04/2015	20.00
75336	RON SCHUMACHER	SENIORS NYE PARTY CASINO RENTAL	12/18/2015	725.00
75248	THOMAS R ECKRICH	ANNIVERSARY PLAQUE	12/11/2015	40.00
Total for Department: 451 RECREATION				34,951.49
Department: 452 AQUATICS/SWIMMING POOL				
75283	MOUNTAIN STATES RECREATION, IN	COUPLER PAIR FOR BOAT DOCK	12/11/2015	314.00
75227	XCEL ENERGY	UTILITIES-POOL	12/11/2015	412.31
Total for Department: 452 AQUATICS/SWIMM				726.31
Department: 454 PARKS				
75188	AQUA ENGINEERING, INC.	REDESIGN IRRIGATION AT WINDSOR WEST PARK	12/04/2015	650.00
75333	CARD SERVICES	PKS-SIGNS	12/18/2015	2,046.64
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	7.66
75229	CENTURYLINK	UTILITIES	12/11/2015	36.31
75360	CHURCHICH RECREATION LLC	SLIDE SECTION FOR EASTMAN PARK	12/25/2015	1,106.27
75233	CO PARKS AND RECREATION ASSOC	NFR MPO DINNER - E. LUCAS	12/11/2015	492.22
75212	COLORADO DEPT. OF AGRICULTURE	PESTICIDE APPLICATOR'S LICENSE RENEWAL	12/04/2015	50.00
75215	COMMUNITY FOUNDATION OF NORTHERN COLORADO	PHASE 4 OPERATION FUNDING	12/04/2015	1,000.00
75249	COUNTRY JOHNS	EASTMAN PARK RESTROOM SERVICES	12/11/2015	88.00
75190	DBC IRRIGATION SUPPLY	SPRINKLER PARTS	12/04/2015	684.29
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	14.70

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	14.70
75277	FASTENAL COMPANY	BOLTS FOR TEMP FENCEING POU DRE TRAIL	12/11/2015	80.60
75356	FORT COLLINS-LOVELAND WATER DISTRICT	WATER PURCHASED	12/25/2015	58.37
75242	GALETON, INC	SAFETY GLASSES	12/11/2015	160.85
75388	GREAT WESTERN RAILWAY OF CO	PIPELINE TO BOARDWALK PARK	12/25/2015	1,035.21
75209	HELTON & WILLIAMSEN, P.C.	WATER METER VERIFICATION TESTING	12/04/2015	491.13
75382	HIGHLAND MEADOWS GOLF COURSE,	POND & DITCH MAINENANCE	12/25/2015	1,078.78
75362	JAX INC.	UNIFORMS	12/25/2015	179.99
75224	MANWEILER HARDWARE, INC	NOVEMBER CHARGES - PARKS	12/11/2015	35.84
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	19.44
75357	MIRACLE RECREATION EQUIPMENT C	SWING CHAIN	12/25/2015	165.85
75310	MOREY'S GLASS AND METALS INC	VANDALISM LAKE CONDESSIONS	12/18/2015	360.00
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	28.97
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	1.67
75370	PIONEER SAND COMPANY	GRAY BREEZE- BISON RIDGE	12/25/2015	34.95
75314	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	12/18/2015	40.35
75196	QUALITY WELL AND PUMP	PUMP REPAIR @ KYGER PIT	12/04/2015	524.99
75378	QUALITY WELL AND PUMP	CHECK TURBONE PUMP @ KYGER PIT	12/25/2015	301.05
75296	ROBERT ALCARAZ	PESTICIDE LICENSE FEE REIMB	12/11/2015	31.50
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	236.29
75248	THOMAS R ECKRICH	ANNIVERSARY PLAQUE	12/11/2015	80.00
75183	VICTORY SALES, INC	UNIFORM	12/04/2015	75.00
75219	WHITNEY IRRIGATION COMPANY	DITCH MANAGEMENT SERVICES-AUGUST	12/11/2015	2,000.00
75216	WIN-911 SOFTWARE	ANNUAL SOFTWARE RENEWAL	12/04/2015	395.00
75239	WINDSOR HARDWARE, LLC	NYLON ROPE	12/11/2015	218.66
75240	WINDSOR-SEVERANCE FIRE PROTECT	TOWN'S PORTION OF MUSEUM UTILITY NOV 2015	12/11/2015	22.88
75197	WOODS SITE & PLAYSCAPES	ABREDOUR CIRCLE PK SHELTER ROOF REPLACEMNT	12/04/2015	1,275.00
75227	XCEL ENERGY	UTILITIES-PARKS	12/11/2015	5,473.42

Total for Department: 454 PARKS 20,596.58

Department: 456 ART & HERITAGE

75282	AIR COMFORT, INC	MUSEUM 3RD QTR MAINTENANCE	12/11/2015	400.00
75333	CARD SERVICES	AHC-CAMERA FOR COLLECTION	12/18/2015	279.00
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	8.67
75229	CENTURYLINK	UTILITIES	12/11/2015	51.05
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90
75256	KING SOOPERS	CRC MUSEUM CASE DECORATION	12/11/2015	4.71
75224	MANWEILER HARDWARE, INC	MASKING TAPE	12/11/2015	3.86
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	6.48
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	15.13
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	3.33
75177	SAMS CLUB DIRECT	COFFEE BREWERS	12/04/2015	110.20
75292	SECURITY AND SOUND DESIGN	QTRLY SVC CONTRACT	12/11/2015	180.00
75227	XCEL ENERGY	UTILITIES-MUSEUM	12/11/2015	602.31

Total for Department: 456 ART & HERITAGE 1,674.54

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 457 TOWN HALL				
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	32.51
75229	CENTURYLINK	UTILITIES	12/11/2015	130.72
75312	CENTURYLINK	INTERNET TH	12/18/2015	629.55
75311	XCEL ENERGY	UTILITIES-TH	12/18/2015	2,584.06
Total for Department: 457 TOWN HALL				3,376.84
Total for Fund:01 GENERAL FUND				361,700.27
Fund: 04 CAPITAL IMPROVEMENT FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75354	QUALITY CRAFTERS	SALES TAX REIMB FOR VENDOR FEE	12/18/2015	24.38
Total for Department: 000 NO PROJECT CODI				24.38
Department: 429 STREETS & ALLEYS				
75171	CONNELL RESOURCES INC.	CULVERT/SLIDE GATE INSTALL -POUDRE RIVER/WCR 13	12/04/2015	5,375.00
75306	CTC, INC.	QUIET ZONE WORK/EQUIP	12/11/2015	87,684.43
75320	FELSBURG HOLT AND ULLEVIG, INC	PLANNING/ADMIN WORK ON QUIET ZONE NOV 2015	12/18/2015	2,325.16
75384	INTERWEST CONSULTING GROUP INC	7TH ST/EASTMN RDNBT DESIGN	12/25/2015	5,488.50
75303	WALSH CONSTRUCTION, INC	CONCRETE REPAIR-ROADWAYS	12/11/2015	224,240.85
75406	WALSH CONSTRUCTION, INC	ROADWAY IMPRVMT CONCRETE REPAIR	12/25/2015	106,583.35
Total for Department: 429 STREETS & ALLEY				431,697.29
Department: 430 PUBLIC WORKS DEPARTMENT				
75407	INFUSION ARCHITECTS	DESIGN OF PW FACILITY	12/25/2015	32,875.00
75403	WILLIAM T. WELCH COMPANY, LLC	OCT-NOV2015 PRJCT MGR SVCS	12/25/2015	5,460.00
Total for Department: 430 PUBLIC WORKS DI				38,335.00
Department: 432 CEMETERY				
75333	CARD SERVICES	PKS-PERMITS FOR CEMETERY SIGNS	12/18/2015	669.82
Total for Department: 432 CEMETERY				669.82
Department: 452 AQUATICS/SWIMMING POOL				
75333	CARD SERVICES	REC-2 KAYAKS/CANOE	12/18/2015	1,810.44
Total for Department: 452 AQUATICS/SWIMM				1,810.44
Department: 454 PARKS				
75333	CARD SERVICES	PW-PERMIT FEES DIAM VALLEY	12/18/2015	38.88
75398	CASCADE SOLAR USA	CHARGE CONTROLLER UPGRADE	12/25/2015	9,472.00
75410	ECO-COUNTER, INC.	MULTI-PEDISTRIAN/CYCLE COUNTER	12/25/2015	10,835.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75367	GREENPLAY, LLC	CONSULTING SERVICE -LEGACY PLAN 2015	12/25/2015	5,025.00
75302	THK ASSOCIATES, INC	EASTMAN PARK SOUTH MASTER PLAN	12/11/2015	12,173.73
75339	VAUGHT FRYE LARSON ARCHITECTS	CHIMNEY PARK-RESTROOM CHANGES	12/18/2015	5,724.65
Total for Department: 454 PARKS				43,269.26
Total for Fund:04 CAPITAL IMPROVEMENT				515,806.19
Fund: 05 COMMUNITY & REC CENTER FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75354	QUALITY CRAFTERS	SALES TAX REIMB FOR VENDOR FEE	12/18/2015	4.06
Total for Department: 000 NO PROJECT CODI				4.06
Department: 490 COMMUNITY RECREATION CENT				
75333	CARD SERVICES	CRC-CPRA CLASSES/NEW HIRE MEAL	12/18/2015	727.07
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	0.30
75312	CENTURYLINK	INTERNET CRC	12/18/2015	629.55
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	14.70
75381	FLEXX PRODUCTIONS	RENTAL LINENS	12/25/2015	169.43
75255	KING SOOPERS	STAFF APPRECIATION	12/11/2015	30.00
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	12.96
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	206.00
75222	VERIZON WIRELESS SERVICES LLC	CELL PHONE SVC	12/11/2015	29.12
75227	XCEL ENERGY	UTILITIES-CRC	12/11/2015	5,689.62
Total for Department: 490 COMMUNITY REC				7,513.65
Total for Fund:05 COMMUNITY & REC CEN				7,517.71
Fund: 06 WATER FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75349	DUNRITE EXCAVATION, INC	WATER METER DEPOSIT REFUND	12/18/2015	2,100.00
75267	GERRARD EXCAVATING, INC.	METER RENTAL DEPOSIT REFUND	12/11/2015	2,100.00
Total for Department: 000 NO PROJECT CODI				4,200.00
Department: 471 WATER				
75333	CARD SERVICES	WATER-LTAP TRAINING	12/18/2015	150.00
75323	CENTURY LINK	LONG DIST TELEPHONE SVC	12/18/2015	0.46
75313	CITY OF GREELEY WATER DEPARTMENT	WATER PURCHASED	12/18/2015	1,544.98
75194	CLEAR WATER SOLUTIONS INC	POTABLE WATER GEN SVCS	12/04/2015	90.00
75195	DATAPRINT SERVICES, LLC	POSTAGE	12/04/2015	1,537.11
75356	FORT COLLINS-LOVELAND WATER DISTRICT	WATER PURCHASED	12/25/2015	31,623.68
75270	JVA, INCORPORATED	WATER LINE REPLCMNT STUDY	12/11/2015	1,980.00
75224	MANWEILER HARDWARE, INC	SINGLE CUT KEY	12/11/2015	1.49

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	9.72
75175	NORTH WELD COUNTY WATER DISTRICT	WATER PURCHASED	12/04/2015	58,145.39
75237	OFFICE DEPOT	DESK CALENDAR	12/11/2015	71.84
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	61.29
75182	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	12/04/2015	868.00
75314	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	12/18/2015	63.22
75391	R PAUL SHERIDAN	REINBURSTMENT FOR DRIVER LIC. RENEWAL	12/25/2015	17.50
75248	THOMAS R ECKRICH	ANNIVERSARY PLAQUE	12/11/2015	40.00
75180	TIMBERLINE ELECTRIC AND CONTRO	GLOBAL CARE SOFTWARE RENEWAL	12/04/2015	1,532.00
75181	UTILITY NOTIFICATION CENTER OF COLORADO	LOCATE TRANSMISSIONS	12/04/2015	426.14
Total for Department: 471 WATER				98,162.82
Department: 484 NON-POTABLE				
75194	CLEAR WATER SOLUTIONS INC	WINDSOR GENERAL WATER RIGHTS 09-280	12/04/2015	5,716.69
75261	CLEAR WATER SOLUTIONS INC	KERN/WCSD RE-4 12-120	12/11/2015	3,651.25
75377	CLEAR WATER SOLUTIONS INC	WINDSOR WEP UPDATE	12/25/2015	18,246.20
75350	GLATFELTER PUBLIC PRACTICE	KERN RESV LIABILITY INSUR	12/18/2015	2,288.00
75225	NORTH WELD COUNTY WATER DISTRICT	TRANSFERED WATER	12/11/2015	36.90
75182	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	12/04/2015	112.50
75378	QUALITY WELL AND PUMP	WELL TESTING COVENANT PARK	12/25/2015	866.05
75227	XCEL ENERGY	UTILITIES-KERN	12/11/2015	59.85
Total for Department: 484 NON-POTABLE				30,977.44
Total for Fund:06 WATER FUND				133,340.26
Fund: 07 SEWER FUND				
Department: 481 SEWER SYSTEM				
75252	AAA AUTO PARTS NAPA WINDSOR	SAFETY GLOVES	12/11/2015	17.99
75387	BOMGAARS	BATTERY , BATTERY CHARGER, SAW & SAW BLADES	12/25/2015	262.35
75229	CENTURYLINK	UTILITIES	12/11/2015	196.46
75195	DATAPRINT SERVICES, LLC	POSTAGE	12/04/2015	1,537.09
75345	EAST POINTE WINDSOR, LLOC	FALCON PT SANITARY SEWER PIPELINE REIMB	12/18/2015	167,919.00
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	3.24
75237	OFFICE DEPOT	DESK CALENDAR	12/11/2015	41.35
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	12.58
75314	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	12/18/2015	44.86
75366	SPORTSMAN'S WAREHOUSE, INC	UNIFORMS	12/25/2015	169.99
75248	THOMAS R ECKRICH	APPRECIATION PLAQUE	12/11/2015	80.00
75222	VERIZON WIRELESS SERVICES LLC	CELL PHONE SVC	12/11/2015	200.05
75227	XCEL ENERGY	UTILITIES-WATER/SEWER	12/11/2015	489.35
Total for Department: 481 SEWER SYSTEM				170,974.31
Department: 482 DISPOSAL PLANT				
75229	CENTURYLINK	UTILITIES	12/11/2015	202.23

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75244	COLORADO ANALYTICAL LABORATORY	LAB TESTING	12/11/2015	341.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90
75281	FARNSWORTH GROUP, INC.	WWTP IMPROVEMENTS-CONSTUCTION SERVICE	12/11/2015	3,824.13
75353	INTEGRATED WATER SERVICES, INC.	WWTP NUTRIENT REMOVAL UPGRADES	12/18/2015	44,295.65
75362	JAX INC.	SNAP LINK	12/25/2015	367.83
75299	KELLY SUPPLY COMPANY	ADAPTA FLEX HOSE & 4" DISCHARGE HOSE	12/11/2015	660.00
75224	MANWEILER HARDWARE, INC	FLASH LIGHT, FLEX HANDLE, REDLINE	12/11/2015	84.57
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	6.48
75237	OFFICE DEPOT	DESK CALENDAR	12/11/2015	22.38
75314	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	12/18/2015	19,413.52
75178	SEACREST GROUP	LAB SAMPLE TESTING	12/04/2015	1,650.00
75239	WINDSOR HARDWARE, LLC	PVC ADAPTER & QUICK LINK	12/11/2015	59.70
Total for Department: 482 DISPOSAL PLANT				70,937.29
Total for Fund:07 SEWER FUND				241,911.60
Fund: 08 STORM DRAIN FUND				
Department: 483 STORM DRAINAGE SYSTEM				
75387	BOMGAARS	POLY SNOW PUSHER	12/25/2015	103.96
75195	DATAPRINT SERVICES, LLC	POSTAGE	12/04/2015	1,537.09
75347	WALSH CONSTRUCTION, INC	JOHN LAW PDM CONSTR	12/18/2015	311,127.38
Total for Department: 483 STORM DRAINAGE SYSTEM				312,768.43
Total for Fund:08 STORM DRAIN FUND				312,768.43
Fund: 10 FLEET MANAGEMENT FUND				
Department: 491 FLEET MANAGEMENT				
75404	A-1 BASE, INC	STROBE LIGHTS	12/25/2015	81.94
75252	AAA AUTO PARTS NAPA WINDSOR	FUEL PUMP	12/11/2015	538.20
75203	AGFINITY, INCORPORATED	FUEL FOR FLEET	12/04/2015	11,484.49
75198	ALFREDO VALDEZ	REINBURSTMENT FOR UNIFORMS	12/04/2015	24.99
75241	ALTEC INDUSTRIES, INC	CHECK VALVE	12/11/2015	52.54
75316	B AND G EQUIPMENT, INC	HOUSING ASSEMBLY	12/18/2015	215.32
75253	BOBCAT OF THE ROCKIES LLC	CREDIT FOR RETURN PART	12/11/2015	1,061.83
75348	BOB'S CAR WASH	CAR WASH TOKENS	12/18/2015	64.33
75333	CARD SERVICES	PW-LICENSE PLATES	12/18/2015	82.28
75393	CLASS C SOLUTIONS GROUP	PAINT	12/25/2015	40.57
75208	COMPLETE WIRELESS TECHNOLOGIES	REPROGRAM RADIOS	12/04/2015	85.00
75399	COMPLETE WIRELESS TECHNOLOGIES	MALE CLAMP FOR RADIO	12/25/2015	3.78
75205	DEAN A PENDLETON	DRILL CHUCK & THREAD DEPTH GAUGE	12/04/2015	44.86
75285	DEAN A PENDLETON	FLASH LIGHT HOLDER, OIL FILTER FUNNEL	12/11/2015	79.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90
75258	DRIVE TRAIN INDUSTRIES, INC.	LB TRAINING	12/11/2015	150.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75228	DXP ENTERPRISES, INC	FLANGE BEARING	12/11/2015	50.70
75389	FASTENAL COMPANY	CABLE TIES	12/25/2015	162.00
75260	HENSLEY BATTERY LLC	BATTERY	12/11/2015	362.49
75304	JOHN DEERE FINANCIAL	CHAIN SAW	12/11/2015	419.95
75238	KENZ AND LESLIE DISTRIBUTING	ADDITIVES FOR FLEET	12/11/2015	435.40
75254	KIMBALL MIDWEST	MISC. SHOP SUPPLIES	12/11/2015	175.74
75361	LAWSON PRODUCTS, INC.	MISC. SHOP SUPPLIES	12/25/2015	871.33
75365	MAC EQUIPMENT INC.	SERVICE ON UNIT T-1163	12/25/2015	263.25
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	9.72
75310	MOREY'S GLASS AND METALS INC	SIDE VIEW MIRROR & HEATING ELEMENT	12/18/2015	65.50
75290	MOTION AND FLOW CONTROL PRODUCTS	HYDRO HOSE	12/11/2015	139.11
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	25.37
75374	OREILLY AUTO PARTS	BRAKE PADS	12/25/2015	165.95
75370	PIONEER SAND COMPANY	WEIGHT TICKET FOR UNIT 43	12/25/2015	10.00
75369	RED WINGS SHOES	UNIFROMS	12/25/2015	169.93
75371	REX OIL COMPANY	BULBS AND GREASE	12/25/2015	213.08
75269	SENTRY FIRE AND SAFETY	FIRE EXTINGUISHER INSPECTION	12/11/2015	571.35
75191	SPRADLEY BARR FORD, INC - FT COLLINS	OIL DRAIN PLUG	12/04/2015	186.32
75372	SPRADLEY BARR FORD, INC - FT COLLINS	INDICATOR SAAEMBLEY	12/25/2015	21.02
75385	SPRADLEY BARR FORD-GREELEY	REPAIR CHARGE ON UNIT 47	12/25/2015	160.89
75239	WINDSOR HARDWARE, LLC	KEYS	12/11/2015	70.91
75386	WINTER EQUIPMENT COMPANY, INC.	SNOW PLOW BLADES	12/25/2015	18,209.31
75187	WIRELESS ADVANCED COMMUNICATIO	INSTALL ADDITIONAL LIGHTING TO UNIT 28	12/04/2015	1,768.62
Total for Department: 491 FLEET MANAGEM				38,546.87
Total for Fund:10 FLEET MANAGEMENT FU				38,546.87
Fund: 11 INFORMATION TECHNOLOGY FUND				
Department: 492 INFORMATION TECHNOLOGY				
75402	ACCELA, INC	ONLINE UTILITY BILLS MTHLY TRANS FEES NOV 2015	12/25/2015	2,176.00
75333	CARD SERVICES	IT-WILDCARD SSL CERT	12/18/2015	497.49
75266	CIVICPLUS	WEBSITE TRAINING	12/11/2015	1,200.00
75251	COMCAST CABLE COMM. LLC	INTERNET	12/11/2015	10.75
75322	COMCAST CABLE COMM. LLC	CABLE SVC-CRC	12/18/2015	248.89
75368	COMCAST CABLE COMM. LLC	INTERNAET -TH	12/25/2015	212.90
75307	DIGITAL DATA SERVICES, INC.	CONSULT/CONFIGURE GEOCORTEX WEB FOR GIS WEB MAP	12/11/2015	4,980.00
75298	DISCOVERY BENEFITS, INC	DISCOVERY BENEFITS OCT 2015	12/11/2015	4.90
75344	DISCOVERY BENEFITS, INC	MSA NOV 2015	12/18/2015	4.90
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	12.96
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	4.22
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	6.67
75291	QUILL CORPORATION	TONER	12/11/2015	585.07
75396	QUILL CORPORATION	TONER	12/25/2015	766.42
75222	VERIZON WIRELESS SERVICES LLC	CELL PHONE SVC	12/11/2015	227.25
75235	XEROX CORPORATION	COPIER MONTHLY LEASE PYMT	12/11/2015	2,190.24

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Total for Department: 492 INFORMATION TE				13,128.66
Total for Fund:11 INFORMATION TECHNOL				13,128.66
Fund: 15 HEALTH INSURANCE FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75271	1ST BANK OF NORTHERN COLORADO	BI-WEEKLY EMPLOYEE PAYROLL DEDUCTIONS	12/11/2015	8,644.00
75332	1ST BANK OF NORTHERN COLORADO	BI-WEEKLY EMPLOYEE PAYROLL DEDUCTIONS	12/18/2015	8,698.03
Total for Department: 000 NO PROJECT CODI				17,342.03
Total for Fund:15 HEALTH INSURANCE FUN				17,342.03
Fund: 17 FACILITY SERVICES				
Department: 496 CUSTODIAL SERVICE				
75193	HILLYARD INC	ROLL TOWELS, GLOVES, ETC.,	12/04/2015	419.92
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	12.96
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	8.43
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	13.34
75179	SUPPLYWORKS	DISINFECTANT & E-Z GLIDE REPAIR KIT	12/04/2015	203.12
75337	TENNANT SALES AND SERVICE COMPANY	DETERGENT & HARDWARE	12/18/2015	163.20
75293	UNISOURCE WORLDWIDE INC	CAN LINERS	12/11/2015	329.26
Total for Department: 496 CUSTODIAL SERV				1,150.23
Department: 497 FACILITY MAINTENANCE				
75202	AIR COMFORT, INC	HVAC REPAIR @ TOWN HALL	12/04/2015	2,576.71
75259	BAREFOOT FARMS INC.	SNOW REMOVAL @ CRC, PR TOWNHALL	12/11/2015	1,193.75
75373	BAREFOOT FARMS INC.	SNOW REMOVAL, @ PD, TOWN HALL	12/25/2015	165.00
75333	CARD SERVICES	PW-PERMIT FEES REFUND	12/18/2015	-450.58
75398	CASCADE SOLAR USA	MAINTENCE CHECK-UP @ TOWN HALL & PD	12/25/2015	300.00
75223	GENERAL AIR SERVICE AND SUPPLY CO	LIG. CO2. POOL	12/11/2015	13.56
75358	GRAINGER, INC.	LAMPS & BULBS	12/25/2015	695.64
75275	GREELEY LOCK AND KEY	SERVICE CALL-INSTALL ELECTRONIC ITEM	12/11/2015	830.50
75273	INTERSTATE BATTERY OF THE ROCKIES	BATTERIES	12/11/2015	85.50
75224	MANWEILER HARDWARE, INC	GFCI, HEATER, BOWL WASHER	12/11/2015	88.69
75262	MINES AND ASSOCIATES PC	EMPLOYEE ASSIST PGM	12/11/2015	6.48
75174	MOREY'S GLASS AND METALS INC	INSTALL NEW GLASS @ MUSEUM	12/04/2015	103.41
75186	OFFICE DEPOT	OFFICE SUPPLIES	12/04/2015	2.13
75363	OFFICE DEPOT	OFFICE SUPPLIES	12/25/2015	3.30
75184	OFFICESCAPES	FURNITURE REPAIR @ TOWN HALL	12/04/2015	126.00
75331	OLD NATIONAL BANK	ENERGY EFFICIENCY LEASE PURCHASE DEC 2015	12/18/2015	3,455.41
75199	PETERSEN'S FLOORING AND DESIGN	TILE REPAIR @ CRC	12/04/2015	290.42
75315	SCOTT'S ELECTRIC AND BUCKET TRUCK SERVICE INC	REPAIR LIGHTS AT POOL	12/18/2015	761.14
75206	SECURITY AND SOUND DESIGN	QUARTERLY FIRE MONITORING CHARGES	12/04/2015	330.00
75292	SECURITY AND SOUND DESIGN	REPLACE PANEL BATTERIES & SMOKE DETECTOR	12/11/2015	449.90
75269	SENTRY FIRE AND SAFETY	FIRE EXTINGUISHER INSPECTION	12/11/2015	657.65

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75200	STANLEY ACCESS TECHNOLOGIES, L	AUTOMATIC DOOR REPAIR @ TOWN HALL	12/04/2015	190.00
75268	SUMMIT SUPPLY CO INC	FEMALE AERATOR	12/11/2015	62.15
75248	THOMAS R ECKRICH	APPRECIATION PLAQUE	12/11/2015	80.00
75239	WINDSOR HARDWARE, LLC	GFCI COVERS	12/11/2015	118.02
Total for Department: 497 FACILITY MAINTENANCE				12,134.78
Total for Fund:17 FACILITY SERVICES				13,285.01
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORITY				
Department: 486 DOWNTOWN DEVELOPMENT AUTHORITY				
75333	CARD SERVICES	DDA-CONFERENCE HOTEL CREDIT	12/18/2015	-203.91
75286	COLORADO DEPARTMENT OF REVENUE	SPECIAL/MULTIPLE EVENTS TAX LICENSE 1/16-12/17	12/11/2015	16.00
75288	COLORADO SPECIAL DISTRICT	DDA LIABILITY INSURANCE	12/11/2015	2,007.11
75289	COLORADO SPECIAL DISTRICT	WORKMANS COMPENSATION COVERAGE	12/11/2015	194.00
75210	LILEY LAW OFFICES, LLC	DDA LEGAL SVCS	12/04/2015	1,537.50
75409	LILEY LAW OFFICES, LLC	DDA LEGAL SVCS	12/25/2015	1,312.00
75211	SMART MARKETING, LLC	DDA-PROMO SPORTSPACK	12/04/2015	1,371.75
75326	THE GREELEY TRIBUNE	ADVERTISING WINDSOR 125	12/18/2015	747.00
75352	WINDSOR SEVERANCE HISTORICAL SOCIETY, INC	OUTSIDE AGENCY FUNDING FOR SCULPTURE	12/18/2015	25,000.00
Total for Department: 486 DOWNTOWN DEVELOPMENT AUTHORITY				31,981.45
Total for Fund:19 DOWNTOWN DEVELOPMENT AUTHORITY				31,981.45
Fund: 21 COMMUNITY CENTER EXPANSION				
Department: 000 NO PROJECT CODE ASSIGNED				
75354	QUALITY CRAFTERS	SALES TAX REIMB FOR VENDOR FEE	12/18/2015	15.25
Total for Department: 000 NO PROJECT CODE ASSIGNED				15.25
Department: 493				
75335	BARKER RINKER SEACAT ARCHITECT	CRC EXPANSION	12/18/2015	30,114.00
75346	PINKARD CONSTRUCTION COMPANY	CRC EXPANSION	12/18/2015	1,163,713.57
Total for Department: 493				1,193,827.57
Total for Fund:21 COMMUNITY CENTER EXPANSION				1,193,842.82
Total				2,881,171.30
Payroll 2 Pay Periods				383,269.05
Grand Total				<u><u>3,264,440.35</u></u>



MEMORANDUM

Date: January 11, 2016
To: Mayor and Town Board
Via: Regular meeting materials, January 11, 2016
From: Kimberly Emil, Assistant Town Attorney
Re: Snow and Ice Removal Code amendment
Item #: C.1.

Background / Discussion:

On December 14, 2015, the Town Board approved on first reading an amendment to the Chapter 11, Article VII, Section 11-7-10 of the *Windsor Municipal Code*, known generally as the Snow and Ice Removal Code. This amendment corrects a clerical error referring back to Chapter 7, Article I, instead of referencing 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 process, therefore the snow and ice removal process language is being amended to reflect the same process, creating a "stand alone" ordinance, and eliminating the confusing cross reference to Chapter 7.

Financial Impact: None.

Relationship to Strategic Plan: Community Spirit and Pride.

Recommendation: Adopt the attached Ordinance on second reading. (*Supermajority vote* is required.)

Attachments: Ordinance No. 2015-1515 Repealing, Amending and Re-Adopting Sections 11-7-10 of the Windsor Municipal Code with Respect to the Snow and Ice Removal Lien Process

TOWN OF WINDSOR

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

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

WHEREAS, the Town has in place a comprehensive system of regulations governing streets, sidewalks and public property, the intention of which is to protect the public health, safety and welfare; and

WHEREAS, Section 11-7-10 of the *Windsor Municipal Code* pertains to the removal of snow and ice from sidewalks and addresses the manner in which costs may be assessed against the property; and

WHEREAS, the language addressing cost assessments refers to the provisions set forth in Chapter 7, Article I of the *Windsor Municipal Code*; and

WHEREAS, upon further review, staff has concluded that the reference to Chapter 7, Article I was a clerical error, as it should have referred to Chapter 7, Article III which addresses the abatement and lien process for weeds and brush; and

WHEREAS, it is the recommendation of staff to handle the snow removal lien identically to weed and brush removal, rather than invoking the more-complex judicial process found in Chapter 7, Article 1 of the *Windsor Municipal Code*; and

WHEREAS, this Amendment is necessary to reconcile current practice by removing the incorrect code reference and specifying the Snow and Ice Removal Code procedures for abatement and assessment of costs; and

WHEREAS, the Town Board believes that the within Ordinance is necessary to promote clarity in the requirements of the Code with respect to procedures for abatement and assessment of costs for snow and ice removal; and

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

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

Section 11-7-10 of the *Windsor Municipal Code* is hereby repealed, amended and re-adopted to read as follows:

The owners or occupants of property abutting upon or adjacent to sidewalks within the corporate limits of the Town shall at all times keep such sidewalks free and clear of snow and ice. In the event such owners or occupants fail to remove snow and ice from such sidewalks within twenty-four (24) hours after the accumulation of snow and ice thereon, the Town may have the sidewalks cleaned and cleared of snow and ice, and the cost thereof, including inspection and other incidental costs and an additional cost for administration not to exceed ten percent (10%), shall be assessed against the property in accordance with the assessment provisions set forth below.

(a)The Chief of Police designee shall certify in writing the costs associated with snow and ice removal measures undertaken pursuant to this Section, and such certification shall be mailed by certified mail, return receipt requested, to both the owner of the property and to the property address if different from the owner's address. Such service shall constitute proof of notice to the property owner for all intents and purposes hereunder.

(b)The owner of any property subject to a snow and ice removal lien under this Article shall have the right to request a hearing before the Municipal Court. Such request shall be in writing, shall contain the requestor's mailing address and shall be delivered in person to the Police Department within ten (10) days of the mailing specified in Subsection (a) above. Upon receipt of a request for a hearing, the Chief of Police designee or Town Prosecutor shall schedule a hearing before the Municipal Court and provide written notice of the same to the requesting party by first-class mail, postage prepaid, to the address appearing on the request for hearing. Failure to request a hearing as provided in this Subsection shall be deemed a waiver of any objections to the lien for snow and ice removal measures established in this Section.

(c)If a hearing is timely requested by the property owner, the sole question at the hearing shall be the cost incurred by the Town for snow and ice removal measures associated with the subject property. The Chief of Police designee, and/or Town Prosecutor shall present any evidence in support of the costs associated with the snow and ice removal measures in question. The property owner shall have a right to present evidence and argument in opposition. The Municipal Judge shall determine all evidentiary questions and shall render a written order within thirty (30) days of the hearing containing findings and conclusions as to the amount of the lien. The written order shall be mailed to the property owner and a copy provided to the Chief of Police and to the Town Prosecutor.

(d) Any lien established under this Section shall constitute a perpetual lien on the property upon which snow and ice removal measures were undertaken in accordance with this Section.

(e) The attachment of such lien is not dependent on the recording of written notice, and the lien is prior and superior to all other liens, claims, titles and encumbrances, whether or not prior in time, except liens for general taxes. The lien remains attached to the property from the date the snow and ice removal costs are incurred until all such costs, together with simple interest at the rate of eight percent (8%) per annum from the date the costs were incurred, are paid.

(f) The Town is not required to seek payment of snow and ice removal costs from any person other than the owner of the property. No change of ownership, occupancy or possession affects the application of this Section, and the failure of any owner to discover that property was purchased against which a lien for snow and ice removal costs exists in no way affects such owner's liability for payment in full.

(g) The Town may enforce its lien by a suit for foreclosure and sale of the property subject to the lien. The proceeds of the sale shall be applied to the unpaid snow and ice removal costs and allowable court costs in the manner provided for foreclosure of statutory liens.

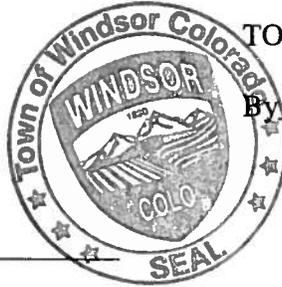
(h) The lien may also be enforced by certification of assessment upon the property to the treasurer of the county wherein the property is located for collection by the county in the same manner as delinquent general taxes and special assessments upon such property are collected or by any other means provided by law.

(i) Unpaid snow and ice removal costs, together with simple interest at eight percent (8%) per annum and costs of collection, may also be collected by civil suit against the owner of the property, commenced at any time after the charges become due.

(j) The remedies provided under this Section are cumulative and supplemental to each other.

(k) This Section shall apply to all snow and ice removal costs incurred by the Town on or after December 14, 2015.

Introduced, passed on first reading, and ordered published this 14th day of December, 2015.



TOWN OF WINDSOR, COLORADO

By *John S. Vazquez*
John S. Vazquez, Mayor

ATTEST:

Patti Garcia
Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 11th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 11, 2016
To: Mayor and Town Board
Via: Regular meeting packets, January 11, 2016
From: Ian D. McCargar, Town Attorney
Re: Compensation of Municipal Judge and Municipal Court Clerk
Item #: C.2.

Background / Discussion:

The statutes governing qualified municipal courts of record require that the compensation of the Municipal Judge and Office of the Municipal Court Clerk be set by ordinance. This requirement has also been incorporated into the Town's Municipal Code. The Town Board has previously approved the 2016 Annual Budget, within which compensation for the Municipal Judge and Municipal Court Clerk's Office has been fixed. However, in order to comply with the requirements of state law and the Code, an Ordinance approving those appropriations is required.

The attached Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk incorporates the appropriations for these offices from the 2016 Annual Budget, thus satisfying the requirements of law.

Financial Impact: Already budgeted for 2016

Relationship to Strategic Plan: Safety and security

Recommendation: Adopt on first reading the attached Ordinance; simple majority required.

Attachment:

Ordinance No 2016-1516 - Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Sections 13-10-107 and 13-10-108, C.R.S., and Section 2-4-90 of the Windsor Municipal Code

TOWN OF WINDSOR

ORDINANCE NO. 2016-1516

AN ORDINANCE FIXING THE COMPENSATION OF THE MUNICIPAL COURT JUDGE AND MUNICIPAL COURT CLERK FOR THE TOWN OF WINDSOR IN COMPLIANCE WITH SECTIONS 13-10-107 AND 13-10-108, C.R.S., AND SECTION 2-4-90 OF THE WINDSOR MUNICIPAL CODE

WHEREAS, the Town of Windsor (hereinafter, "Town") is a Colorado home rule municipality, with all powers and authority attendant thereto; and

WHEREAS, the Town's Home Rule Charter, at Section 9.2, provides for the establishment of the Windsor Municipal Court (hereinafter, "Court") and the office of Municipal Judge (hereinafter, "Judge"); and

WHEREAS, by Ordinance No. 2010-1392, the Town Board established the Court as a statutory "court of record", subject to the requirements of the Colorado Revised Statutes; and

WHEREAS, § 13-10-107, C.R.S., requires that the compensation of the Municipal Judge and Municipal Court Clerk be fixed by ordinance; and

WHEREAS, Windsor Municipal Code Section 2-4-90 provides:

In conjunction with the annual budgeting process, the Town Board shall on an annual basis by ordinance budget and appropriate such moneys as may be necessary for the proper operation of the Municipal Court. Such appropriations shall include the fixing of compensation for the Municipal Court Judge and any Assistant Judge assigned to the Municipal Court, with due regard for the limitations established in Section 9.2(D) of the Home Rule Charter. Such appropriations shall include the fixing of compensation for the office of the Municipal Court Clerk.

and

WHEREAS, the Town Board has approved the annual budget for fiscal year 2016, in which the compensation for the Judge and Municipal Court Clerk have been approved; and

WHEREAS, the Town Board wishes by this Ordinance to incorporate by reference the previously-budgeted annual compensation for both the Judge and the Municipal Court Clerk in compliance with the within-referenced Code and statutory requirements.

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

Section 1. The compensation of the Municipal Court Judge and Municipal Court Clerk for the 2016 fiscal year shall be as stated in the 2016 Annual Budget previously approved by the Town Board.

Section 2. Nothing herein shall be deemed a waiver or modification of the provisions of Section 9.2 (D) of the Town of Windsor Home Rule Charter.

Introduced, passed on first reading, and ordered published this 11th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 25th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 11, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Scott Ballstadt, AICP, Director of Planning
Subject: Public hearing - Ordinance No. 2016-1517 Repealing, Amending and Readopting Article XV, Chapter 17 of the Municipal Code regarding Road Impact Fees
Items #: C.3 and C.4

Background/Discussion:

Article XV of Chapter 17 of the Municipal Code establishes a system for the imposition of road impact fees within the Town to assure that new development contributes its proportionate share of the cost of providing, and benefits from the provision of, road capital improvements within the benefit area. Since the adoption of Ordinance 2001-1092 and subsequent update with Ordinance 2008-1318, road impact fees have been collected and have allowed the Town to improve the Town's major road system as defined in the Municipal Code.

Road impact fees are typically collected upon the issuance of a building permit that will result in increased traffic-generating development. However, the code also requires payment of road impact fees based on increased traffic generation and the historic use of the property whether or not the new use involves changes to the building or property.

For example, if a lower traffic 2,000 square foot sit-down restaurant (road impact fee = \$7,784) were to be converted to a higher traffic fast food restaurant (road impact fee = \$18,644), the Town would charge road impact fees equal to the difference between the fees (\$10,860) for the same 2,000 square foot space. While the methodology regarding increased traffic is sound and works in theory, the "look-back" aspect of the road impact fee ordinance presents somewhat of a disincentive to property owners wishing to utilize existing commercial or industrial space.

Additionally, although these "look-back" situations make up a very small portion of the Town's overall road impact fee collections, the time spent administering this aspect of the road impact fee ordinance does not justify the fees collected. Tracking turnover of existing leasable space in order to collect fees associated with past use of the property has been very problematic and inconsistent in practice. Turnover of existing space can be frequent and the Town is often not contacted when existing buildings are occupied by new tenants. The Town relies on the submittal of a business license and owners are not always aware of the need for a license. When the Town does receive a business license for a higher traffic generating use, the business owner is oftentimes caught unaware that a road impact fee is due.

In cases that do require remodeling of existing space, the "look-back" provisions can be viewed as a disincentive to reinvest in the property. There have also been cases where the Town has been contacted by a new business wishing to locate in an existing building and, when given the road impact fee estimate, they have chosen not to locate in Windsor. In some cases the new business has requested Town Board approval of a waiver of the road impact fees.

The enclosed ordinance will amend Section 17-15-40 by: (a) repealing the definition of “*Existing traffic-generating development*”, and (b) amending the definition of “*Traffic-generating development*” to eliminate the “look-back” language. All of the other definitions in the enclosed ordinance are to remain as they currently exist in the Municipal Code (see enclosed redline version of code changes). Lastly, the ordinance will also amend Section 17-15-90(b)(3) in order to tie the rate of interest paid on road impact fee refunds to the prime rate.

Financial Impact: The proposed ordinance will not result in a significant loss of road impact fee revenue, as the vast majority of road impact fees are paid with building permits that result in new square footage, and this is not proposed to change. Rather, the ordinance will eliminate the “look-back” provisions from the Municipal Code, which will allow business owners to reinvest and occupy existing square footage without incurring additional road impact fees.

Conformance with Comprehensive Plan: The proposed ordinance is consistent with the following Commercial and Industrial Land Use Goal of the Comprehensive Plan:
Goal: 3. Windsor should continue to encourage and promote commercial and industrial development, redevelopment and expansions in order to strengthen its tax base, increase revenue sources, and provide high-quality employment opportunities for its residents.

Conformance with Vision 2025: The proposed ordinance is consistent with the Vision 2025 Economic Vitality vision and goals.

Relationship to Strategic Plan: The proposed ordinance is consistent with Strategic Plan Goal #3A “Foster business attraction tools and promote business retention and expansion program” by removing a disincentive to utilize existing commercial and industrial space.

Recommendation:

Approval of the enclosed ordinance on first reading.

Notification:

- Notice of January 6, 2016 Planning Commission and January 11, 2016 Town Board public hearings published in December 18, 2015 Greeley Tribune
- Notice of January 6, 2016 Planning Commission and January 11, 2016 Town Board public hearings published on Town website December 18, 2015

Attachments: Redline version of code changes
Draft Ordinance

Sec. 17-15-40. - Definitions.

Certain words or phrases unique to this Article shall be construed as herein set out, unless it is apparent from the context that they have a different meaning.

Building permit means that building permit issued in accordance with this Code before any building or construction activity can be initiated on a parcel of land.

Capacity means the maximum number of vehicles that have a reasonable expectation of passing over a given section of a road during an average weekday at the desired LOS, expressed in terms of vehicles per day.

~~Existing traffic-generating development means the most intense use of land on or after January 1, 2002.~~

Expansion of the capacity of a road includes any widening, intersection improvement, signalization or other capital improvement designed to increase the existing road's capacity to carry vehicles.

Fee payer means a person commencing traffic-generating development who is obligated to pay a road impact fee in accordance with the terms of this Article.

Level of Service (LOS) means a qualitative measure describing operational conditions, from "A" (best) to "F" (worst), within a traffic stream.

Major road system means all major roads located in the Road Impact Fee Benefit Area established in Section 17-15-80 below and depicted in Appendix 17-A, which is incorporated herein by this reference.

Non-site-related improvements means road capital improvements that are not site-related improvements.

Person means an individual, corporation, governmental agency or body, business trust, estate, trust, partnership, association, two (2) or more persons having a joint or common interest or any other entity.

Road capital improvement includes the transportation planning, preliminary engineering, engineering design studies, land surveys, alignment studies, engineering, permitting and construction of all necessary features for any road on the major road system, undertaken to accommodate additional traffic resulting from new traffic-generating development, including but not limited to:

- a. Construction of new through lanes.
- b. Construction of new bridges.
- c. Construction of new drainage facilities in conjunction with new road construction.
- d. Purchase and installation of traffic signals, including new and upgraded signalization.
- e. Construction of curbs, gutters, sidewalks, medians and shoulders.
- f. Relocating utilities to accommodate new road construction.
- g. The construction and reconstruction of intersections.
- h. The widening of existing roads.
- i. Bus turnouts.
- j. Acceleration and deceleration lanes.
- k. Interchanges.
- l. Traffic control devices.

Road Impact Fee Administrator shall be the Town Manager or a person designated by the Town Manager to be responsible for administering this Article.

Road Impact Fee Study refers to the study entitled "Road Impact Fee Study," dated September 2001, as amended and updated by the "Road Impact Fee Update," dated October 2007, or a subsequent similar study that describes the data, assumptions and methodology used to calculate the net cost to accommodate the additional traffic generated by new development on the major road system.

Site-related improvements means those road capital improvements and right-of-way dedications that provide direct access to the development. Direct access improvements include, but are not limited to, the following:

- a. Driveways and streets leading to and from the development.
- b. Right- and left-turn lanes leading to those driveways and streets.
- c. Traffic control measures for those driveways.
- d. Internal local streets.

Reimbursement is not provided for site-related improvements under the terms of this Article.

Traffic-generating development is land development designed or intended to permit a use of the land that will contain ~~or convert to more~~ additional dwelling units or additional floor space. ~~than the most intensive use of the land on or after January 1, 2002.~~

Traffic-generating development, commencement of, occurs upon the issuance of a building permit or, if a building permit is not required for the development, upon the approval for any development application that is the last application required prior to development or use of land.

Trip means a one-way movement of vehicular travel from an origin (one [1] trip end) to a destination (the other trip end).

Trip generation means the attraction or production of trips caused by a certain type of land development.

Vehicle miles of travel (VMT) means the combination of the number of vehicles traveling during a given time period and the distance (in miles) that they travel.

(Ord. 2008-1318; Ord. 2009-1356)

Sec. 17-15-50. - Imposition of fee.

- (a) Time of fee obligation and payment. Any person or entity, including any government body, that causes the commencement of traffic-generating development within the incorporated area of the Town shall be obligated to pay a road impact fee pursuant to the terms of this Article. The fee shall be determined and paid to the Road Impact Fee Administrator at the time of issuance of a building permit for the development or, if a building permit is not required for the development or use, upon the Town's approval of any development or use that is the last application required prior to development or use of the land. The fee shall be computed separately for the amount of construction activity covered by the permit if the building permit is for less than the entire development. ~~If the fee is imposed for a traffic-generating development that increases traffic impact because of a change in use, the fee shall be determined by computing the difference in the fee schedule between the new traffic-generating development and the existing traffic-generating development.~~ The obligation to pay the impact fee shall run with the land.
- (b) Exemptions. The following shall be exempt from the terms of this Article. An exemption must be claimed by the fee payer at the time of application for a building permit.

- (1) Alterations or expansion of an existing building where no additional dwelling units are created ~~or square footage added. , the use is not changed and where no additional vehicular trips will be produced over and above that produced by the existing use.~~
 - (2) The construction of accessory buildings or structures which ~~will do not produce additional vehicular trips over and above that produced by~~ **add dwelling units or square footage** to the principal building or use of the land.
 - (3) The replacement of a destroyed or partially destroyed building or structure with a new building or structure ~~of the same size and use, provided that no additional trips will be produced over and above that produced by the original use of the land.~~ **with a new building or structure of the same square footage or number of dwelling units.**
- (c) Establishment of fee schedule.
- (1) Any person who causes the commencement of traffic-generating development, except those persons exempted or preparing an independent fee calculation study pursuant to Section 17-15-60 below, shall pay a road impact fee in accordance with the following fee schedule. The descriptions of the land use codes in the most current edition of the report titled, "Trip Generation," prepared by the Institute of Transportation Engineers (ITE) shall be used to determine the appropriate land use type.

Road Impact Fee Table

Land Use Type	Unit	Fee/Unit
Residential		
Hotel/motel	Room	\$1,524
Mobile home park	Site	1,103
Multi-family	Dwelling	1,483
Single-family detached	Dwelling	2,115
Retail/Commercial		
Auto sales/service	1,000 sq. ft.	\$2,760
Bank	1,000 sq. ft.	4,169
Bldg materials, etc.	1,000 sq. ft.	6,653
Convenience store	1,000 sq. ft.	7,396
Discount store	1,000 sq. ft.	5,061

Furniture store	1,000 sq. ft.	761
Movie theatre	1,000 sq. ft.	5,889
Restaurant, fast food	1,000 sq. ft.	9,322
Restaurant, sit-down	1,000 sq. ft.	3,892
Shopping center/general retail	1,000 sq. ft.	3,476
Office/Institutional		
Day care center	1,000 sq. ft.	\$1,997
Elementary/secondary school	1,000 sq. ft.	346
Hospital	1,000 sq. ft.	3,693
Nursing home	1,000 sq. ft.	1,280
Office, general	1,000 sq. ft.	2,840
Office, medical	1,000 sq. ft.	6,074
Place of worship	1,000 sq. ft.	1,915
Industrial		
General heavy industrial	1,000 sq. ft.	\$ 386
General light industrial	1,000 sq. ft.	1,799
Mini-warehouse	1,000 sq. ft.	645
Oil and gas extraction site	Per State- permitted wellhead	1,032
Warehouse	1,000 sq. ft.	1,279

- (2) If the type of traffic-generating development for which a building permit is requested is not specified on the fee schedule, the Road Impact Fee Administrator shall determine the fee on the basis of the fee applicable to the most nearly comparable type of land use on the fee schedule. The Road Impact Fee Administrator shall be guided in the selection of a comparable type of land use by:
- a. Using trip-generation rates contained in the most current edition of the report titled, "Trip Generation," prepared by the Institute of Transportation Engineers (ITE), articles or reports appearing in the ITE Journal or studies or reports done by the U.S. Department of Transportation or Colorado Department of Transportation and applying the formula set forth in Section 17-15-60 below; or
 - b. Computing the fee by use of an independent fee calculation study as provided in Section 17-15-60 below.
- (d) Predevelopment review impact fee calculation. Any person contemplating establishing a traffic-generating development may request a preliminary determination of the impact fees due from such development. A person requesting a predevelopment review impact fee calculation shall complete and submit to the Road Impact Fee Administrator the proper application form and an application fee. Using the information regarding the proposed traffic-generating land development activity as submitted on the application, the Road Impact Fee Administrator will provide, within fifteen (15) days of the date of submittal of the completed application, a preliminary calculation of the road impact fees due for the proposed traffic-generating development.

(Ord. 2008-1318; Ord. 2009-1356; Reso. 2009-93; Reso. 2010-69; [Ord. 2015-1494, § 1](#))

Sec. 17-15-90. - Refund of fees not spent.

- (a) General. Any fees collected shall be returned to the fee payer or the fee payer's successor in interest, if the fees have not been spent within ten (10) years from the date the building permit for the development was issued, along with interest of five percent (5%) per year. Fees shall be deemed to be spent on the basis of the first fee collected being the first fee spent.
- (b) Refund procedure. The refund shall be administered by the Road Impact Fee Administrator and shall be undertaken through the following process:
 - (1) A refund application shall be submitted within one (1) year following the end of the tenth year from the date on which the building permit was issued on the proposed development. The refund application shall include the following information:
 - a. A copy of the dated receipt issued for payment of the fee.
 - b. A copy of the building permit.
 - c. Evidence that the applicant is the successor in interest to the fee payer.
 - (2) Within ten (10) days of receipt of the refund application, the Road Impact Fee Administrator shall determine if it is complete. If the Road Impact Fee Administrator determines that the application is not complete, a written statement specifying the deficiencies shall be forwarded by mail to the person submitting the application. Unless the deficiencies are corrected, the Road Impact Fee Administrator shall take no further action on the refund application.
 - (3) When the Road Impact Fee Administrator determines the refund application is complete, it shall be reviewed within thirty (30) days and shall be approved if it is determined that the fee payer or a successor in interest has paid a fee which has not been spent within the period of time permitted under this Section. The refund shall include the fee paid plus interest ~~of five percent (5%) per year~~ at a rate equal to the prime rate as published in the Wall Street Journal or similar reliable finance market source, plus two percent (2%) for the applicable period.

- (c) Appeal of refund decision. A fee payer affected by a decision of the Road Impact Fee Administrator may appeal such decision to the Town Board by filing with the Road Impact Fee Administrator, within ten (10) days of the date of the written decision, a written notice stating and specifying briefly the grounds of the appeal. The Road Impact Fee Administrator shall place such appeal on the Town Board's agenda. The Town Board, after a hearing, shall affirm or reverse the decision of the Road Impact Fee Administrator, based on the standards set forth in this Section. If the Town Board reverses the decision of the Road Impact Fee Administrator, it shall direct the Road Impact Fee Administrator to readjust the refund in accordance with its findings. In no event shall the Town Board have the authority to negotiate the amount of the refund. The decision of the Town Board shall be final.

(Ord. 2008-1318)

TOWN OF WINDSOR

ORDINANCE NO. 2016-1517

AN ORDINANCE REPEALING, AMENDING AND READOPTING ARTICLE XV, CHAPTER 17 OF THE *WINDSOR MUNICIPAL CODE* REGARDING ROAD IMPACT FEES

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

WHEREAS, pursuant to Section 2.4 of the Windsor Home Rule Charter, and to the extent applicable, Title 29 of the *Colorado Revised Statutes*, the Town is authorized to impose development requirements and to assess certain fees specifically for the purpose of defraying the cost of providing legitimate governmental services; and

WHEREAS, the Town adopted a Road Impact Fee (“RIF”) Ordinance in 2001 imposing development requirements and assessing road impact fees; and

WHEREAS, the current Ordinance requires the Town “look back” to January, 2002 to determine “existing traffic-generating development” which, in practice, places a large administrative burden on staff to track historic use of property, calculate, negotiate and re-calculate the road impact fees for redevelopment/re-use of existing square footage, and the adjusted fees do not justify the amount of staff time required for such “look back”; and

WHEREAS, upon further review, staff has concluded that the RIF should be calculated only for construction of new square footage and new dwelling units, thereby eliminating the requirement to “look back” to existing traffic-generating development; and

WHEREAS, the Town Board believes that the within Ordinance is necessary to promote development, efficiency and economy, and will minimize the negative impacts that the existing preliminary redevelopment fees can have on developers; and

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

Section 17-15-40 of the *Windsor Municipal Code* is hereby repealed, amended and re-adopted to read as follows:

Sec. 17-15-40. - Definitions.

Certain words or phrases unique to this Article shall be construed as herein set out, unless it is apparent from the context that they have a different meaning.

Building permit means that building permit issued in accordance with this Code before any building or construction activity can be initiated on a parcel of land.

Capacity means the maximum number of vehicles that have a reasonable expectation of passing over a given section of a road during an average weekday at the desired LOS, expressed in terms of vehicles per day.

Expansion of the capacity of a road includes any widening, intersection improvement, signalization or other capital improvement designed to increase the existing road's capacity to carry vehicles.

Fee payer means a person commencing traffic-generating development who is obligated to pay a road impact fee in accordance with the terms of this Article.

Level of Service (LOS) means a qualitative measure describing operational conditions, from "A" (best) to "F" (worst), within a traffic stream.

Major road system means all major roads located in the Road Impact Fee Benefit Area established in Section 17-15-80 below and depicted in Appendix 17-A, which is incorporated herein by this reference.

Non-site-related improvements means road capital improvements that are not site-related improvements.

Person means an individual, corporation, governmental agency or body, business trust, estate, trust, partnership, association, two (2) or more persons having a joint or common interest or any other entity.

Road capital improvement includes the transportation planning, preliminary engineering, engineering design studies, land surveys, alignment studies, engineering, permitting and construction of all necessary features for any road on the major road system, undertaken to accommodate additional traffic resulting from new traffic-generating development, including but not limited to:

- a. Construction of new through lanes.
- b. Construction of new bridges.
- c. Construction of new drainage facilities in conjunction with new road construction.
- d. Purchase and installation of traffic signals, including new and upgraded signalization.
- e. Construction of curbs, gutters, sidewalks, medians and shoulders.
- f. Relocating utilities to accommodate new road construction.
- g. The construction and reconstruction of intersections.
- h. The widening of existing roads.
- i. Bus turnouts.
- j. Acceleration and deceleration lanes.
- k. Interchanges.

1. Traffic control devices.

Road Impact Fee Administrator shall be the Town Manager or a person designated by the Town Manager to be responsible for administering this Article.

Road Impact Fee Study refers to the study entitled "Road Impact Fee Study," dated September 2001, as amended and updated by the "Road Impact Fee Update," dated October 2007, or a subsequent similar study that describes the data, assumptions and methodology used to calculate the net cost to accommodate the additional traffic generated by new development on the major road system.

Site-related improvements means those road capital improvements and right-of-way dedications that provide direct access to the development. Direct access improvements include, but are not limited to, the following:

- a. Driveways and streets leading to and from the development.
- b. Right- and left-turn lanes leading to those driveways and streets.
- c. Traffic control measures for those driveways.
- d. Internal local streets.

Reimbursement is not provided for site-related improvements under the terms of this Article.

Traffic-generating development is land development designed or intended to permit a use of the land that will contain additional dwelling units or additional floor space.

Traffic-generating development, commencement of, occurs upon the issuance of a building permit or, if a building permit is not required for the development, upon the approval for any development application that is the last application required prior to development or use of land.

Trip means a one-way movement of vehicular travel from an origin (one [1] trip end) to a destination (the other trip end).

Trip generation means the attraction or production of trips caused by a certain type of land development.

Vehicle miles of travel (VMT) means the combination of the number of vehicles traveling during a given time period and the distance (in miles) that they travel.

Sections 17-15-50 (a) and (b) of the *Windsor Municipal Code* are hereby repealed, amended and re-adopted to read as follows:

Sec. 17-15-50. - Imposition of fee.

- (a) Time of fee obligation and payment. Any person or entity, including any government body, that causes the commencement of traffic-generating development within the incorporated area of the Town shall be obligated to pay a road impact fee pursuant to the terms of this Article. The fee shall be determined and paid to the Road Impact Fee Administrator at the time of issuance of a building permit for the development or, if a building permit is not required for the

development or use, upon the Town's approval of any development or use that is the last application required prior to development or use of the land. The fee shall be computed separately for the amount of construction activity covered by the permit if the building permit is for less than the entire development. The obligation to pay the impact fee shall run with the land.

(b) Exemptions. The following shall be exempt from the terms of this Article. An exemption must be claimed by the fee payer at the time of application for a building permit.

- (1) Alterations or expansion of an existing building where no additional dwelling units are created or square footage added.
- (2) The construction of accessory buildings or structures which do not add dwelling units or square footage to the principal building or use of the land.
- (3) The replacement of a destroyed or partially destroyed building or structure with a new building or structure of the same square footage or number of dwelling units.

Section 17-15-90 (b)(3) of the *Windsor Municipal Code* is hereby repealed, amended and re-adopted to read as follows:

Sec. 17-15-90. - Refund of fees not spent.

(b) Refund procedure. The refund shall be administered by the Road Impact Fee Administrator and shall be undertaken through the following process:

- (3) When the Road Impact Fee Administrator determines the refund application is complete, it shall be reviewed within thirty (30) days and shall be approved if it is determined that the fee payer or a successor in interest has paid a fee which has not been spent within the period of time permitted under this Section. The refund shall include the fee paid plus interest at a rate equal to the prime rate as published in the Wall Street Journal or similar reliable finance market source, plus two percent (2%) for the applicable period.

Introduced, passed on first reading, and ordered published this 11th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 25th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 11, 2016
To: Mayor & Town Board
Via: Kelly Arnold, Town Manager
Scott Ballstadt, AICP, Director of Planning
From: Paul Hornbeck, Senior Planner
Subject: Public Hearing - Ordinance 2016-1518 Repealing, Amending and Readopting Section 16-10-20 of the Windsor Municipal Code and Adopting Section 16-7-85 of the Windsor Municipal Code regarding Home Occupations involving tutoring or instruction
Item #s: C.5 & C.6

Background:

The Municipal Code currently allows residents to operate home-based businesses under the Home Occupations provisions of Sec. 16-10-20. When a home occupation involves tutoring or instruction, the Code currently limits the number of students to no more than two at any one time. Two residents have requested that the Town consider increasing the number of students allowed from two to eight to accommodate the type of curriculum they use in teaching music lessons, which uses a group format of instruction of five to eight students at a time.

The proposed code amendment would keep the current regulations in place for home occupations with two or fewer students while requiring a Conditional Use Grant approval by the Town Board for home occupations with more than two students at any one time. The code amendment also includes a number of additional criteria that home occupations would be subject to if there are more than two students. The additional requirements were developed based on feedback from the Planning Commission and Town Board at work sessions on the topic and attempt to mitigate potential negative impacts to neighborhoods associated with traffic, parking, hours of operation, and other items. Please see the attached ordinance for all criteria.

Notification:

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

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

- December 18, 2015 – legal notices posted on the Town of Windsor website
- December 18, 2015 – legal ad published in the newspaper

Recommendation:

At their January 6, 2016 meeting, the Planning Commission was concerned about having commercial businesses in residential neighborhoods and about giving an unfair advantage to home based businesses compared to businesses in commercial locations. The Planning Commission therefore forwarded a recommendation of denial of the proposed code amendment to the Town Board.

Attachments: ordinance

pc: Robin Flores
Kimberly Seyboldt

TOWN OF WINDSOR

ORDINANCE NO. 2016 - 1518

AN ORDINANCE AMENDING CHAPTER 16 OF THE *WINDSOR MUNICIPAL CODE* WITH RESPECT TO HOME OCCUPATIONS INVOLVING TUTORING OR INSTRUCTION

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

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

WHEREAS, currently, the *Windsor Municipal Code* (“Code”) limits the number of students tutored in a home occupation setting to no more than two at the dwelling at any one time; and

WHEREAS, the Town has heard public requests and comments urging the adoption of a procedure that, dependent upon the circumstances presented, would allow for additional students to be present in the dwelling unit; and

WHEREAS, upon further review, staff has concluded that a home occupation involving tutoring or instruction limitation of two (2) students at a time could be subjected to Town Board review as a Conditional Use Grant; and

WHEREAS, staff has recommended an amendment to Chapter 16, Article XVI of the Code to reflect this process; and

WHEREAS, the Planning Commission has considered the matter and has recommended adoption of this Ordinance; and

WHEREAS, the Town Board believes that this Ordinance is necessary to promote clarity in the requirements of the Code with respect to procedures for tutoring or instruction of additional students in a home occupation setting; and

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

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

Section 1. Section 16-10-20(1)(i) of the *Windsor Municipal Code* is hereby repealed, amended and re-adopted to read as follows:

In the event a home occupation involves tutoring or instruction, no more than two (2) students may be present at the dwelling unit at any one (1) time without prior approval of a Conditional Use Grant in accordance with Article VII of this Chapter.

Section 2. Chapter 16, Article VII of the *Windsor Municipal Code* is hereby amended by the addition of a new Section 16-7-85, which shall read as follows:

Sec. 16-7-85. Home Occupations involving tutoring or instruction.

Pursuant to Section 16-10-20(1)(i), home occupations involving tutoring or instruction are limited to instructing two (2) students at any one time without the approval of a conditional use grant. Additional students shall be permitted as a conditional use in all residential zoning districts. In addition to those conditions applicable to conditional uses generally as set forth in Section 16-7-50, every conditional use grant for tutoring of more than two (2) students shall be subject to approval by the Town Board of the conditions specifically set forth herein.

Any conditional use grant for instruction or tutoring of more than two (2) students shall:

- (1) Be limited to tutoring or instruction of children under the age of eighteen (18) years;
- (2) Not exceed eight (8) students present at the dwelling unit at any one (1) time;
- (3) Have available one (1) on-site parking space for every two (2) students present at the dwelling at any one (1) time;
- (4) Be limited to hours of operation between 7:00 a.m. and 8:00 p.m.;
- (5) Be limited to no more than fifteen (15) hours per week of instruction;
- (6) Comply with all State of Colorado child care licensing requirements, including requirements for licensing exemption status; and
- (7) Be subject to inspection in order to ensure that all applicable building and fire codes are met.

Introduced, passed on first reading, and ordered published this 11th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Introduced, passed on second reading, and ordered published this 25th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 11, 2016
To: Mayor & Town Board
Via: Kelly Arnold, Town Manager
Scott Ballstadt, AICP, Director of Planning
From: Paul Hornbeck, Senior Planner
Subject: Site Plan Presentation – Valley Center Subdivision, Lot F – Alan Highstreet
Agrifab Colorado, LLC, applicant / Josh Erramouspe, Olsson Associates,
applicant's representative
Location: 9231 Eastman Park Drive
Item #s: C.7

Background:

The applicant, Mr. Alan Highstreet, represented by Mr. Josh Erramouspe, is proposing to construct a new building in the Limited Industrial (I-L) zoning district in the Valley Center Subdivision. A building was previously located on the site but was destroyed by the tornado in 2008. Some infrastructure remains in place from that building in which the applicant intends to utilize.

Site characteristics include:

- 1.67 acre property;
- 6,000 square foot metal building;
- Outdoor storage;
- Off-street parking; and
- Landscaped area of 11,944 square feet (16% of the property).

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 Town Board for review.

Conformance with Comprehensive Plan:

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

Goals:

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

Policies:

6. *All commercial and industrial site plans should provide landscaping plans for the exterior portions of the buildings, walkways, parking lots, and street frontages;*

develop specific landscaping regulations and requirements to implement this policy.

10. *Encourage employment centers to locate in areas where traffic generation and environmental impacts will have the least impact on adjacent areas, and where connections to existing economic activity can be maximized.*

Conformance with Vision 2025: The proposed application is consistent with various elements of the Vision 2025 document, particularly the chapter on Economic Vitality.

Notification: The Municipal Code does not require notification as this item is for presentation purposes

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

Enclosures: application materials
staff PowerPoint

pc: Alan Highstreet, applicant
Josh Erramouspe, applicant's representative



LAND USE APPLICATION

1

Land use applications shall include all items listed in the application submittal checklist and the Town of Windsor Municipal Code. The Town of Windsor Planning Department reserves the right to reject incomplete submittals. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

2

APPLICATION TYPE:

- Annexation
- Master Plan
- Rezoning
- Minor Subdivision
- Lot Line Adjustment
- Major Subdivision
- Site Plan
- Administrative Site Plan

SUBTYPE:

(for Major Subdivisions and Site Plans only)

- Preliminary
- Final
- Qualified Commercial/Industrial

Project Name*: AGRIFAB

Legal Description*: LOT F, VALLEY CENTER SUBDIVISION

Address/Location*: 9231 EASTMAN PARK DRIVE, WINDSOR, CO 80550

Existing Zoning: INDUSTRIAL

Proposed Zoning: INDUSTRIAL

3

OWNER:

Name(s)*: ALAN HIGHSTREET

Company: AGRIFAB COLORADO, LLC

Address*: PO BOX 663, WINDSOR, CO 80550

Phone #*: 559.280.1936

Email*: 05ALAN@COMCAST.NET

APPLICANT (Owner or Owner's Representative):

Name*: JOSH ERRAMOUSPE

Company: OLSSON ASSOCIATES

Address*: 5285 MCWHINNEY BLVD, STE 160, LOVELAND, CO 80538

Phone #*: 970.461.7733

Email*: JERRAMOUSPE@OLSSONASSOCIATES.COM

AUTHORIZED REPRESENTATIVE:

Name: _____

Company: _____

Address: _____

Phone #: _____

Email: _____

4

All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature:

Date: 10/7/15

(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: Alan Highstreet

*Required fields

For office use only:
Project ID No.

GENERAL APPLICATION OVERVIEW FORM

This form is to be completed for each application type and submitted at the same time the LAND USE APPLICATION FORM is submitted.

EXISTING ZONING: <u>INDUSTRIAL</u>	PROPOSED ZONING: <u>INDUSTRIAL</u>
TOTAL ACREAGE: <u>1.661 ACRES</u>	
TOTAL # OF PROPOSED LOTS: <u>1</u>	
AVERAGE LOT SIZE: <u>1.661 ACRES</u>	
MINIMUM LOT SIZE: <u>N/A</u>	
TOTAL # OF PROPOSED PHASES: <u>1</u>	
ACREAGE PER PHASE: <u>1.661 ACRES</u>	
LOTS PER PHASE: <u>1</u>	
PARKLAND (sq. ft. & acreages): <u>N/A</u>	
PARKLAND (public or private): <u>N/A</u>	
IRRIGATION WATER (potable or non-potable): <u>POTABLE</u>	

UTILITIES TO BE PROVIDED BY:
WATER: <u>WINDSOR</u>
SEWER: <u>WINDSOR</u>
GAS: <u>ATMOS</u>
ELECTRIC: <u>XCEL</u>
PHONE: <u>CENTURY LINK</u>

IF THIS IS A FINAL APPLICATION, SUBMIT TOTALS OF THE FOLLOWING IN LINEAR FEET (use separate sheets if necessary):
PUBLIC STREETS (break down by classification/width): <u>N/A</u>
PRIVATE STREETS (break down by classification/width): <u>N/A</u>
TOTAL STREETS (break down by classification/width): <u>N/A</u>
WATER LINES (break down by line sizes): <u>N/A</u>
SEWER LINES (break down by line sizes): <u>N/A</u>
CURB: <u>N/A</u>
GUTTER: <u>N/A</u>
SIDEWALK: <u>N/A</u>
OPEN SPACE (not to include detention areas) in sq ft & acres: <u>N/A</u>
TRAIL EASEMENTS (break down by width): <u>N/A</u>
Developed trail (break down by width, depth & material): <u>N/A</u>
Undeveloped trail (break down by width, depth & material): <u>N/A</u>

For office use only:		
Applicable Corridor Plan:		
Metropolitan District:		
Application fee: \$	Date received:	By:



October 6, 2015

Planning Department
Town of Windsor
301 Walnut Street
Windsor, CO 80550

RE: Administrative Site Plan Narrative – Agrifab Site, 9231 Eastman Park Drive

To Whom it May Concern:

Agrifab erects structures for the dairy industry. They wish to build a new metal building to house their business operations, which would include approximately 905 square feet of office space and 4,668 square feet of warehouse space. The building will be located on Lot F, Valley Center Subdivision, within the northeast quadrant of the intersection between Eastman Park Drive & Automation Drive. The land immediately outside of the new building would be used for parking (on the south), material/equipment storage (on the north), and a landscaped border on the north & west sides of the lot. The new metal building would be placed on an existing concrete slab, with all building & site construction occurring during a single phase. Agrifab expects to have 10-20 employee, with about half working in this facility.

Please review the materials provided with this first administrative site plan submittal, and feel free to contact me if you need any additional information at this time. I can be reached at 303.506.4691 or jerramouspe@olssonassociates.com.

Thank you,

A handwritten signature in blue ink, appearing to read 'Josh Erramouspe', is written over a light blue horizontal line.

Josh Erramouspe
Olsson Associates



SITE PLAN PRESENTATION
VALLEY CENTER SUBDIVISION
LOT F
(AGRIFAB)
9231 EASTMAN PARK DRIVE

Paul Hornbeck, Senior Planner
January 11, 2016

Town Board

Item C.7



QUALIFIED COMMERCIAL & INDUSTRIAL SITE PLAN

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

Sec. 17-9-10. Intent and Purpose

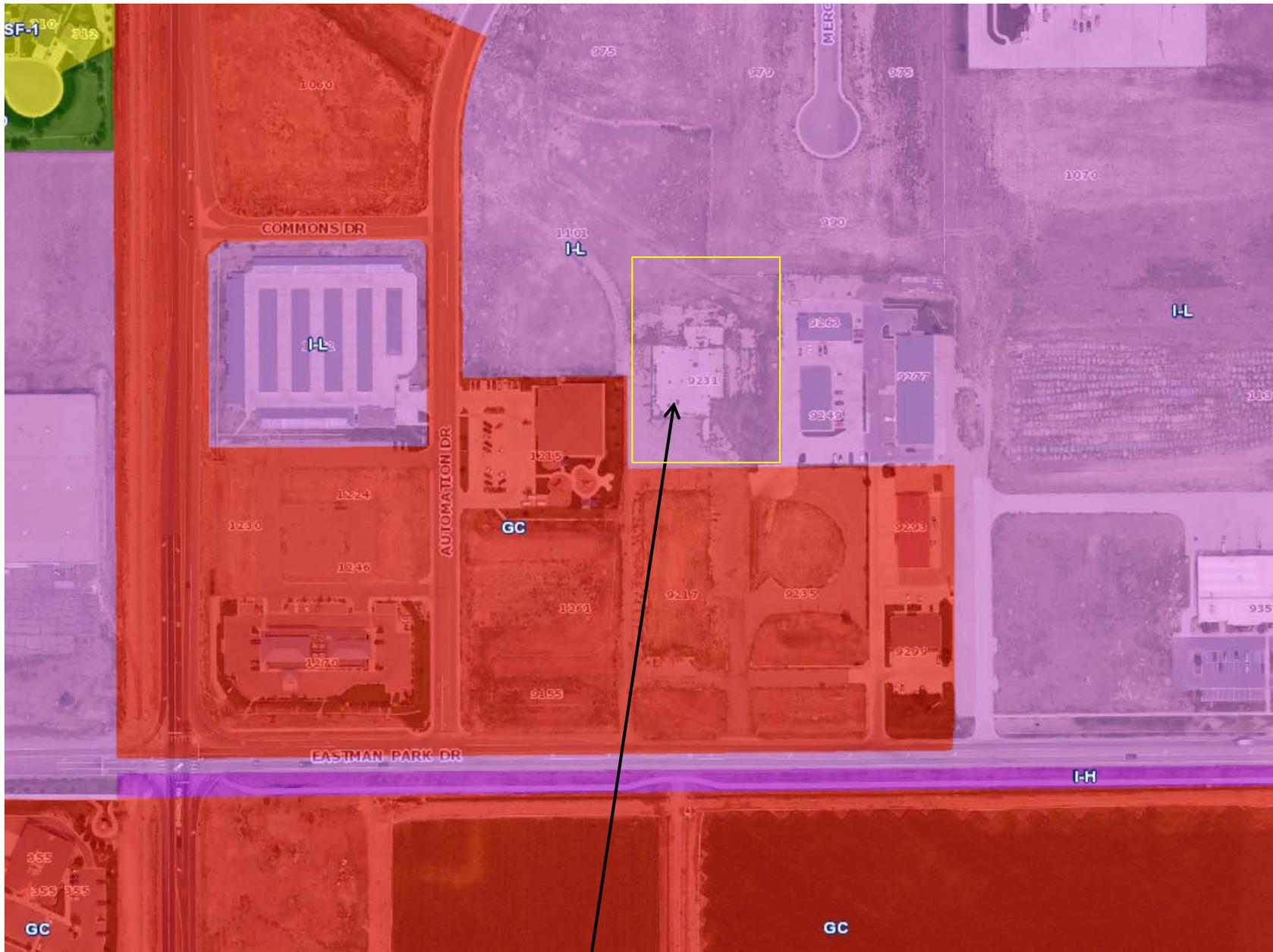
“Commercial and industrial site plans proposed to be developed on lots that have either previously been subdivided or are presently being subdivided as part of a minor subdivision shall qualify for administrative site plan review in accordance with the requirements of this Section.”

SITE VICINITY MAP



Site Location

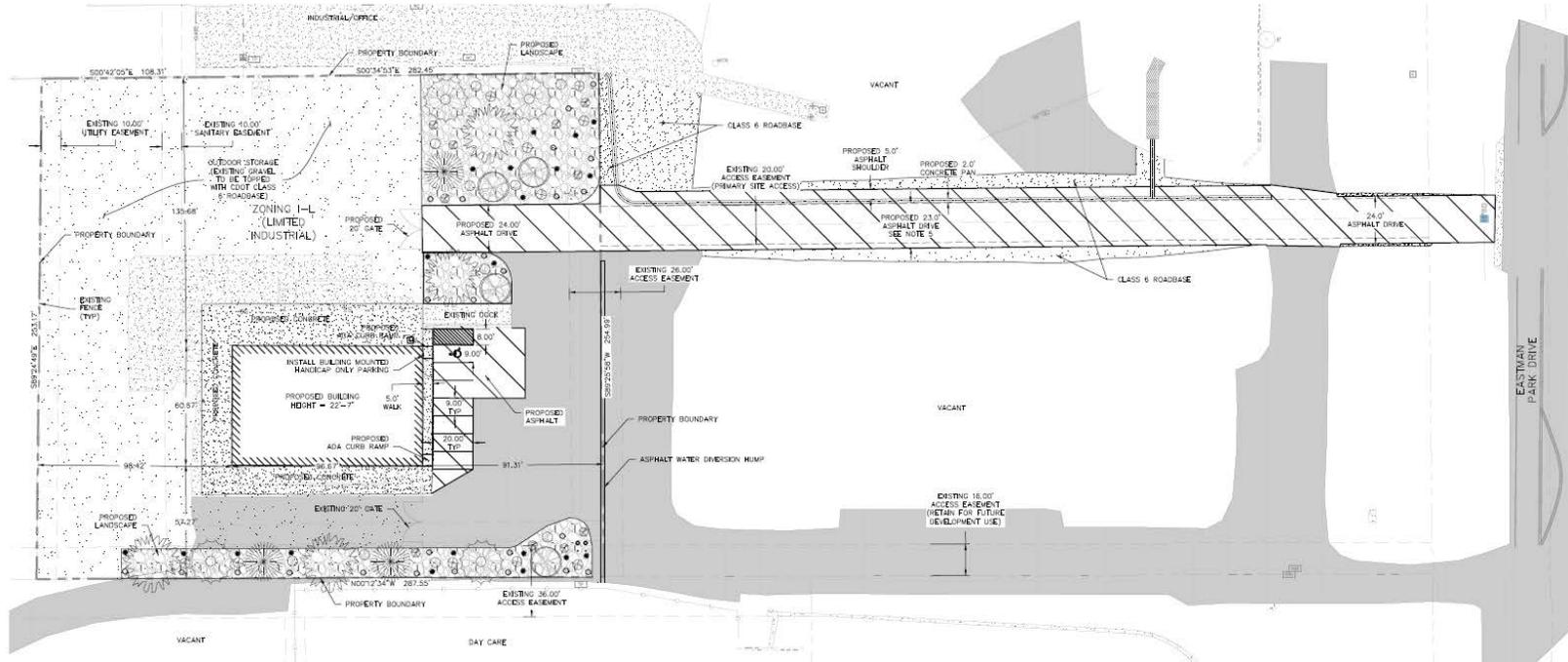
SITE PROXIMITY ZONING MAP

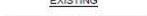


Site Location – Limited Industrial (IL)

SITE PLAN OVERVIEW

VALLEY CENTER SUBDIVISION LOT F, SITE PLAN (AGRIFAB)

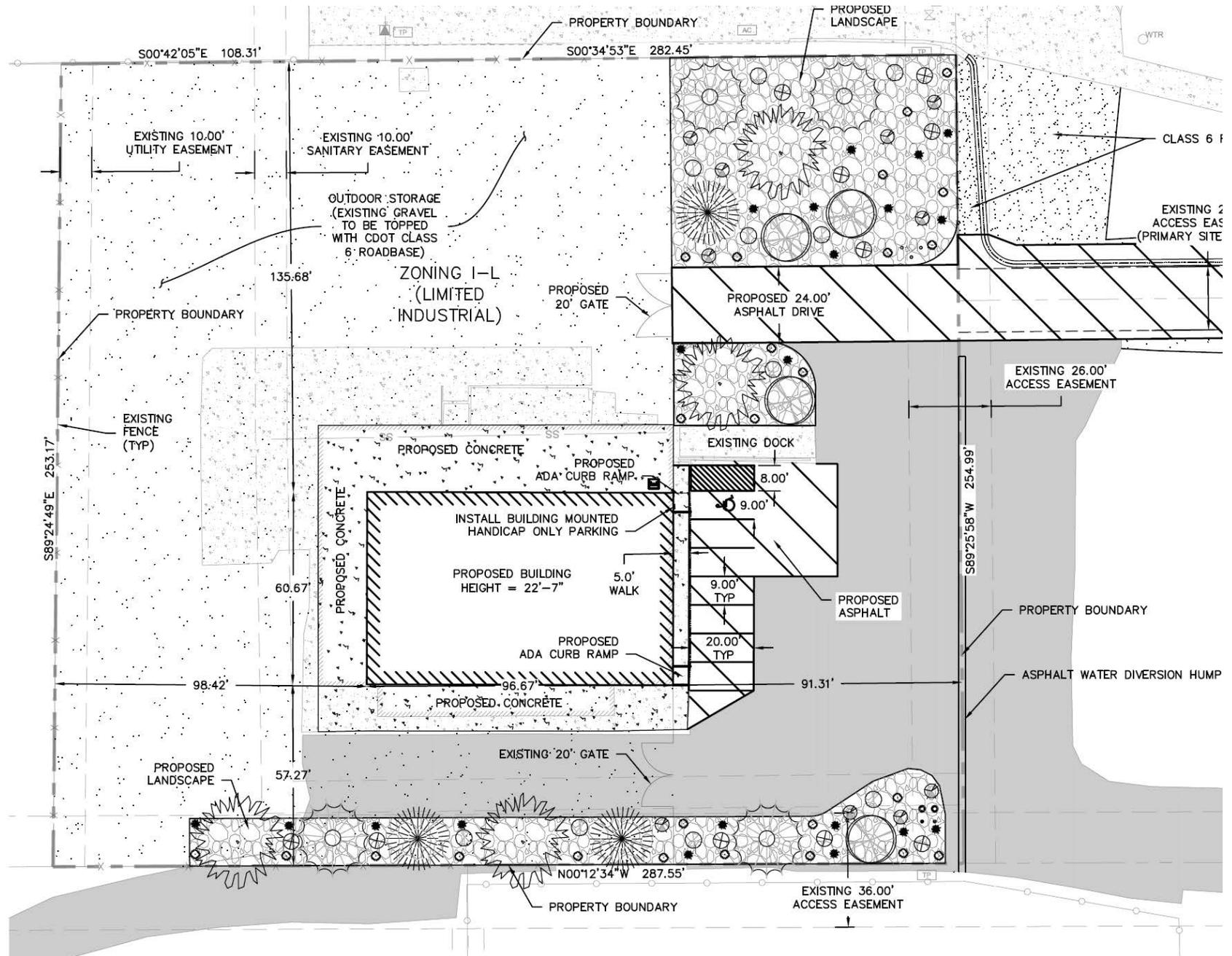


EXISTING	PROPOSED
	PROPERTY LINE
	EASEMENT
	SETBACK LINE
	CURB & GUTTER
	FENCE
	GRAVEL
	ASPHALT
	CONCRETE
	ROCK MULCH

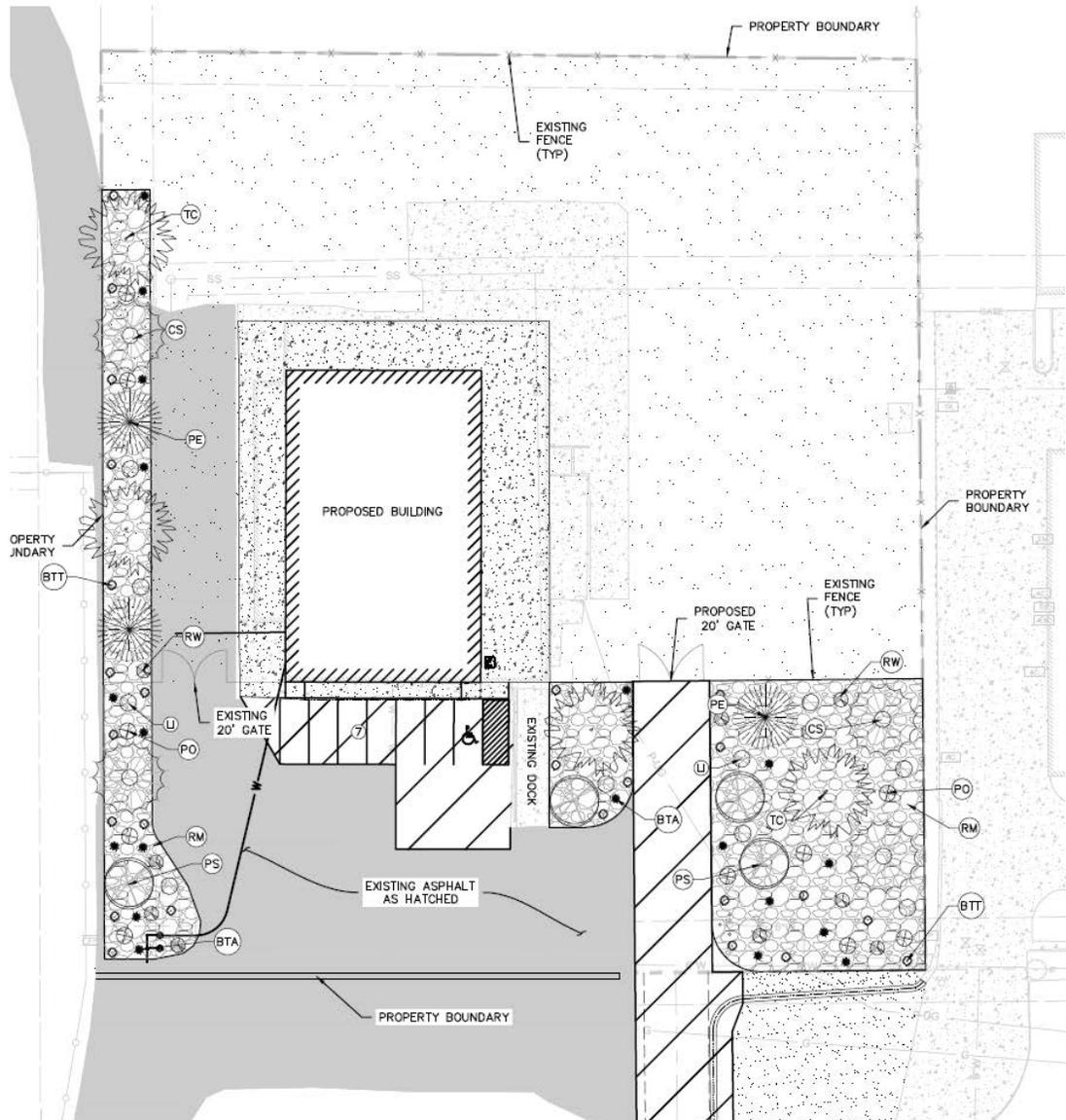
- PLANTING NOTES:**
- EXISTING FENCE IS VINYL COATED CHAIN LINK.
 - OUTDOOR STORAGE SHALL TOPPED WITH GOOT CLASS 6 ROADBASE.
 - EXISTING ASPHALT DRIVE WILL BE REMOVED (FULL DEPTH) AND REPLACED.
 - REFERENCE LANDSCAPE PLAN FOR LANDSCAPE DETAILS.

SITE DATA TABLE		
	100% SQUARE FOOT	PERCENT
BUILDINGS	5885	8%
ASPHALT (DRIVES & PARKING)	15364	23%
CONCRETE	10682	15%
GRAVEL/OUTDOOR STORAGE	28281	39%
LANDSCAPING/ROCK MULCH	11015	15%
TOTAL	72407	100%

SITE PLAN DETAIL

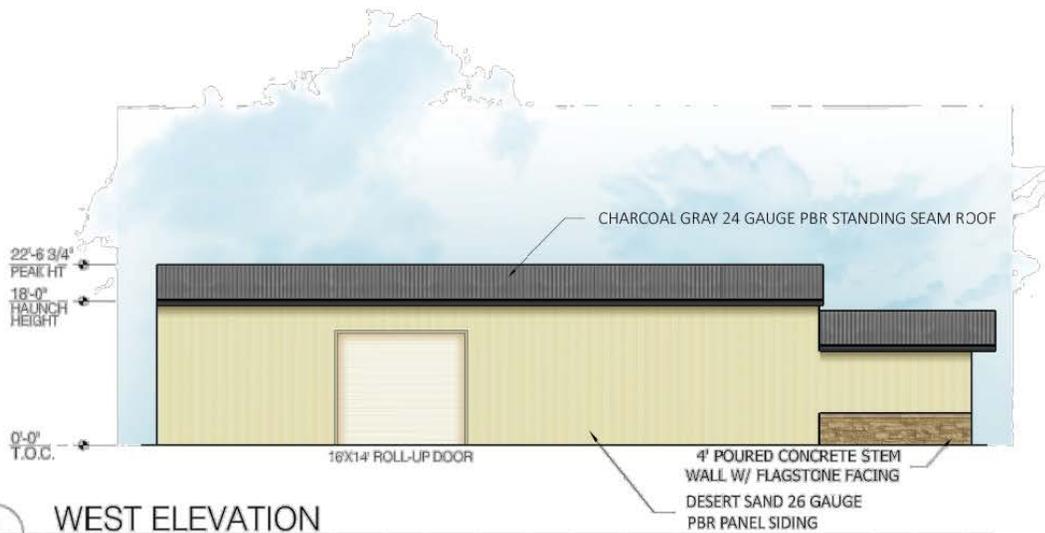


LANDSCAPE PLAN

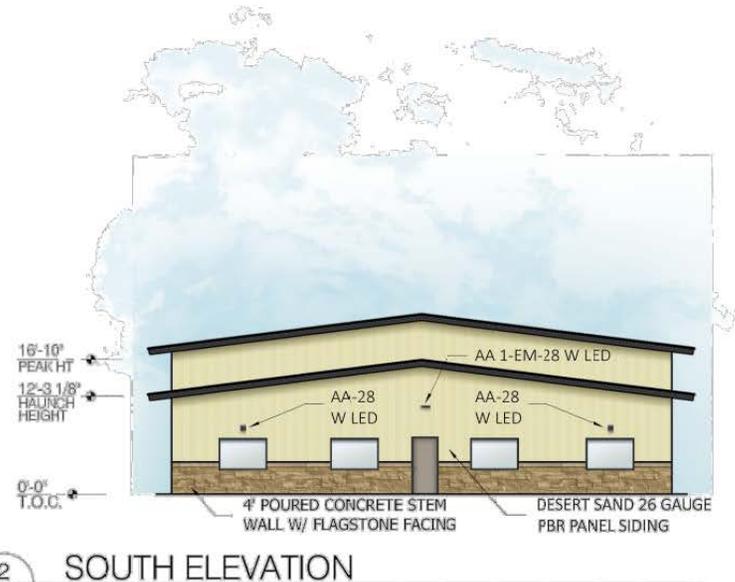


PLANT LIST					
QTY.	ABBR.	SYMBOL	COMMON/SCIENTIFIC NAME	PLANTING SIZE	MATURE WIDTH
SHADE TREES					
4	CS		CATALPA CATALPA SPECIOSA	2" CAL. CONTAINER GROWN	30' WIDE
4	TC		LITTLELEAF LINDEN TILIA CORDATA	2" CAL. CONTAINER GROWN	30' WIDE
EVERGREEN TREES					
3	PE		PINYON PINE PINUS EDULIS	6" TALL CONTAINER GROWN	20' WIDE
ORNAMENTAL TREES					
4	PS		CLEVELAND SELECT PEAR PYRUS CALLERYANA 'CLEVELAND SELECT'	2" CAL. CONTAINER GROWN	15' WIDE
PERCENT SHADE TREES (50% MINIMUM)			SHADE TREES: 8 TOTAL NUMBER OF TREES: 15 = 54% SHADE TREES		
DECIDUOUS SHRUBS					
25	BTT		GOLDEN ROCKET BARBERRY (DROUGHT TOLERANT) BERBERIS THUNBERGII 'GOLDEN ROCKET'	5 GAL.	2' WIDE
20	BTA		ADMIRATION BARBERRY (DROUGHT TOLERANT) BERBERIS THUNBERGII 'ADMIRATION'	5 GAL.	2' WIDE
10	LI		TWINBERRY HONEYSUCKLE LONICERA INVOLUCRATA	5 GAL.	6' WIDE
10	PO		LEMON CANDY NINEBARK (DROUGHT TOLERANT) PHYSOCARPUS OPULIFOLIUS	5 GAL.	3' WIDE
10	RW		WOODS ROSE (DROUGHT TOLERANT) ROSA WOODSII	5 GAL.	5' WIDE
			DROUGHT TOLERANT SHRUBS: 65 TOTAL NUMBER OF SHRUBS: 75 = 87% DROUGHT TOLERANT SHRUBS		
11,015 SF	RM		ROCK MULCH	TOTAL SITE = 72,407.8 SF TOTAL LANDSCAPE AREA = 11,015 SF OR 15%	

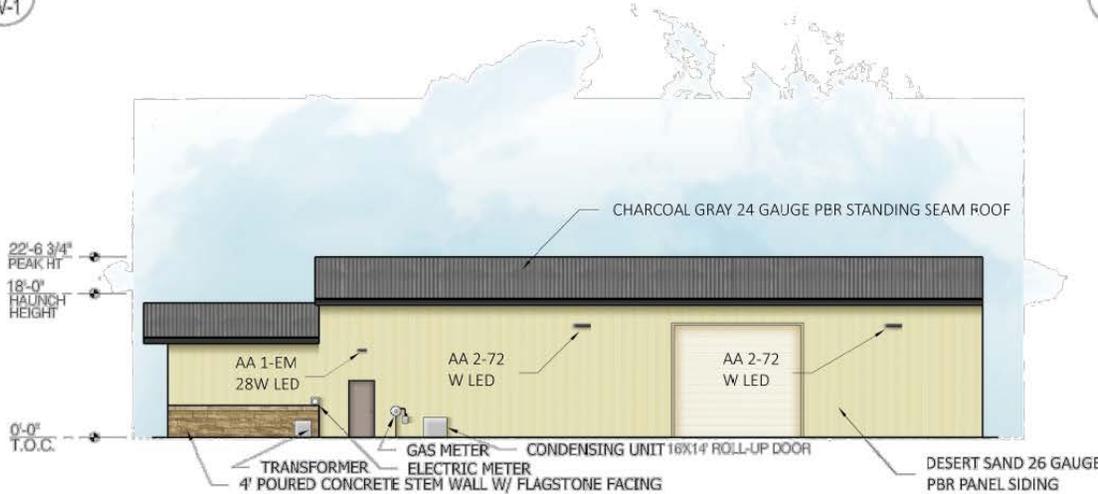
ELEVATIONS



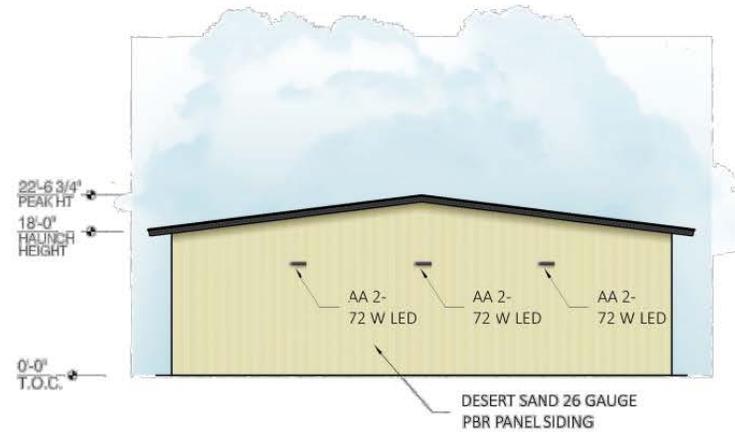
1 WEST ELEVATION
EV-1



2 SOUTH ELEVATION
EV-1



3 EAST ELEVATION
EV-1



4 NORTH ELEVATION
EV-1



MEMORANDUM

Date: January 11, 2016
To: Mayor and Town Board
From: Kelly Arnold, Town Manager
Re: Resolution Authorizing the Town Manager to Waive Use Tax for Windsor Meadows Phase II
Item #: C.8.

Background / Discussion:

Last month the Windsor Housing Authority contacted the Town Manager about a new interpretation by the State of Colorado regarding the payment of Use Tax for Windsor Meadows Phase II that is currently under construction. Since the completion of Phase I and the start of Phase II, the State of Colorado Department of Revenue now stipulates that Use Tax needs to be paid on housing construction projects completed by non-profits such as the Windsor Housing Authority. As a result, a use tax exemption cannot be ascertained and approximately \$98,000 is due now to the Town of Windsor for the continuation of the project.

The Windsor Housing Authority has provided a request letter outlining the issue and specific request for the entire Use Tax waiver by the Town of Windsor.

Financial Impact:

At this time the fee has not been collected until the Town Board makes a decision on the waiver request. There had been no anticipated revenue associated with the building permit because it was assumed that the Use Tax would be exempt by the State of Colorado. As a result, there is no budgeted financial impact.

Recommendation:

There are a few options available to the Town Board. The first option is not to waive the Use Tax and treat the tax consistently per the State of Colorado's current interpretation. The Board could also agree to the entire waiver request per the request as another option.

The third option, which is staff's recommendation, is that only 3% out of the 3.95% of the Windsor Use Tax be waived. The .95% collected is the portion that is dedicated to the financing and operation of the original CRC (.20%) and the expansion of the CRC (.75%). If this option is chosen, then the amount due now will be \$23,750. The recommendation also is if the State of Colorado Department of Revenue changes or is directed to change its interpretation, then the entire 3.95% could be waived.

Attachments:

- Windsor Housing Authority Request Letter Dated December 18, 2015.
- Resolution No. 2016-03 Adopting Staff's Recommendation



December 18, 2015

Dear Mr. Kelly Arnold and the Windsor Town Board:

Colorado housing authorities have always been exempt from the payment of any taxes or fees. As HUD funding for the creation of new public housing was cut from the federal budget in the mid 1980's and with the passage of the Tax Equity and Financial Responsibility Act of 1986 (TEFRA)- the Low Income Housing Tax Credit (LIHTC) was created. This new program allowed for the creation of public/private partnerships between investors and housing authorities. In recognition of these new entities as a new tool to increase the supply of affordable housing, the Colorado state legislature in 2001 amended the Housing Authority Statute (C.R.S. 29-4-226 and 29-4-227- copy attached) to allow the same exemption from taxes to flow to these new public/private partnerships in which a housing authority had an ownership interest. To obtain an exemption from sales tax we would send in our request to the Department of Revenue (DOR) explaining our role (the housing authority's) in the partnership and we would be issued our tax exemption certificate; which we then gave to the contractors to use to avoid sales tax on the materials purchased for the affordable housing we were building. In 2013 a new staff person was hired at the DOR and he had a different interpretation of the law. In his view the law was meant to exempt these partnerships only from property tax and not sales tax. This issue is affecting the Windsor Meadows II project.

When we asked and the Town Board approved our request for certain fee waivers for the project back in January 2015 we didn't feel it necessary to ask for the exemption from the Use Tax (as this had been granted by the State when we did the Windsor Meadows first phase). As a home rule city Windsor has the ability to waive these City Use taxes. The estimated Use Tax payable to the Town of Windsor for this project is \$98,000. Representative K.C. Becker from Boulder will be introducing a new bill in January to clean up the language in C.R.S. 29-4-226 and 29-4-227 since this issue is having a huge impact on all these partnerships throughout the state.

The Windsor Housing Authority would like to formally request that the Town Board waive or exempt the Windsor Meadows II project from the payment of any Use Tax on the materials purchased for the construction of the Windsor Meadows II project. Again, these taxes are estimated to be \$98,000. As you can imagine a \$98,000 change order would be significant for the project to absorb at this early stage. This will preserve the project's contingency fund for future, unforeseen expenses that we may encounter during the construction process and protect the integrity of the development.

Thank you for your consideration of this matter.

Sincerely,

John Moore, Chairperson
Windsor Housing Authority



TOWN OF WINDSOR

RESOLUTION NO. 2016-03

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO WAIVE A PORTION OF WINDSOR USE TAX FOR THE BENEFIT OF THE WINDSOR HOUSING AUTHORITY'S WINDSOR MEADOWS PROJECT, PHASE II

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

WHEREAS, pursuant to Chapter 4, Article III of the *Windsor Municipal Code*, the Town imposes a 3.95% use tax "*for the privilege of storing, using or consuming within the Town any construction and building materials or construction equipment located within the boundaries of the Town for more than thirty (30) days*" ("Use Tax"); and

WHEREAS, since 2004, the Town has consistently supported the efforts of the Windsor Housing Authority to provide workforce housing, which support has included:

- Recognition of the need for workforce housing and a pledge of support by Resolution No. 2004-39;
- Accepting and expressing support for the Windsor Housing Authority's Strategic Plan by Resolution No. 2012-57;
- An Intergovernmental Agreement for administration of Community Development Block Grant funding for the first phase of the Windsor Meadows Project ("Project"), approved by Resolution 2012-64;
- Development fee waivers associated with the Project, per Resolutions No. 2012-13, No. 2012-28, No. 2014-79;
- Authorization of revenue bond issuance for the construction of the second phase of the Project ("Phase II"), by Resolution No. 2015-43; and
- Assignment of the Town's Private Activity Bonds to the Loveland Housing Authority in support of the Project by Resolution No. 2015-56A;

and

WHEREAS, the Windsor Housing Authority has undertaken construction of Phase II, which will add 36 new residential dwelling units adjacent to the existing 44-unit first phase; and

WHEREAS, the Windsor Housing Authority has informed the Town Manager that the Colorado Department of Revenue (“DOR”) has recently revised its analysis of tax-exemption qualifications for projects financed in the manner being undertaken for Phase II; and

WHEREAS, the change in analysis by DOR has resulted in withholding of the exemption certificate upon which the Windsor Housing Authority was relying in arranging the financing for Phase II, the result of which is that Phase II is now unexpectedly subject to the Town’s Use Tax in the approximate amount of \$98,000.00; and

WHEREAS, the Windsor Housing Authority has represented that the unexpected cost of Town Use Tax is threatening the financing and projected completion of Phase II; and

WHEREAS, the Town Board has considered a request from the Windsor Housing Authority dated December 18, 2015 (“Request”), a copy of which is attached and is incorporated herein by this reference; and

WHEREAS, in reliance upon the Request and after due consideration, the Town Board has concluded that a waiver of a portion of the Town’s Use Tax is an appropriate exercise of municipal powers in support of affordable housing in Windsor; and

WHEREAS, the Town Board is prepared to approve the Request in part, recognizing that a portion of the Town’s Use Tax revenues have been previously pledged to retire certain bonded indebtedness; and

WHEREAS, the Town Board wishes to authorize the Town Manager to implement the within approval with all due dispatch.

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

1. The Town Board finds that the Windsor Housing Authority’s Windsor Meadows Phase II housing project is a worthy endeavor which will bring additional affordable housing to the community.
2. The Town Board instructs the Town Manager to waive the collection of the first three percent (3%) of the 3.95% Use Tax imposed pursuant to Section 4-3-120 (a) of the *Windsor Municipal Code*.
3. The Town Board instructs the Town Manager to impose and collect the remaining ninety-five one-hundredths percent (.95%) of the Use Tax imposed pursuant to Section 4-3-120 (a) of the *Windsor Municipal Code*, the disposition of which funds shall in accordance with the Town’s previous undertakings with respect to the financing of improvements associated with the Community Recreation Center.

4. In the event that DOR for any reason issues an Exemption Certificate to the Windsor Housing Authority for Phase II, this Resolution shall be deemed rescinded, and of no force or effect.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 11, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dennis Wagner, Director of Engineering
Re: Intergovernmental Agreements with Larimer County Related to Traffic Signal at Crossroads Boulevard and WCR 13
Items #: C.9 and C.10

Background / Discussion:

In early 2015, Windsor contracted with the consulting team of Interwest Consulting Group and ELB Engineering to study traffic at the intersection of Crossroads Boulevard and WCR 13 (County Line Road). The team determined that a traffic signal is warranted at that intersection and design of the signal followed shortly thereafter. Because the intersection is on County Line Road, authority over the roads approaching the intersection are split between Windsor, Weld County and Larimer County as illustrated on the attached map. Within the intersection itself, the west half of the intersection is in unincorporated Larimer County and the east half is in Windsor.

The engineer's *estimate of cost* for the signal system is \$276,000. By way of the attached Intergovernmental Agreement (IGA), Larimer County Board of Commissioners has approved financial contribution toward constructing the signal equal to one-third of the cost, not to exceed \$100,000.

In exchange for that contribution, Larimer County is proposing an IGA in which Windsor will assume future maintenance of the 1-mile section of Crossroads Boulevard between LCR 3 and County Line Road (designated by the green line on the attached map). That section of road was widened and paved in 1980 by the owner of the Windsor development adjacent to the north side of the road and Larimer County just last year resurfaced the road.

Financial Impact:

Larimer County will contribute up to \$100,000 toward traffic signal construction. Windsor will assume the annual cost of maintaining 1 mile of Crossroads Blvd.

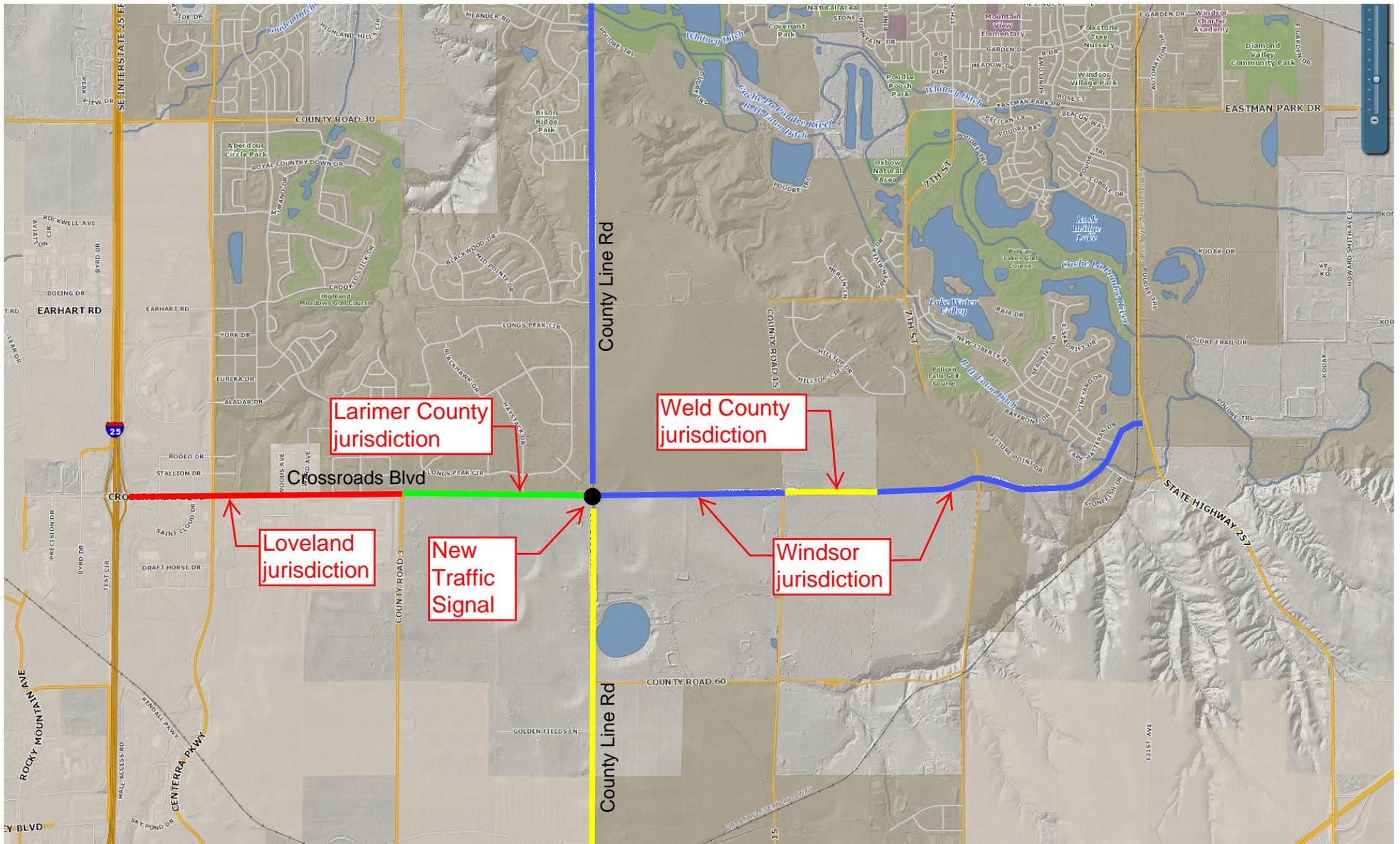
Recommendation:

Approve resolutions.

Attachments:

Resolution No. 2016-04
Resolution No. 2016-05
IGA for Financing of Traffic Signal Improvements
IGA for Maintenance of Public Roadway
Crossroads Boulevard map

Crossroads Boulevard



TOWN OF WINDSOR

RESOLUTION NO. 2016-04

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS FOR ONGOING MAINTENANCE OF CROSSROADS BOULEVARD IN THE VICINITY OF COUNTY LINE ROAD

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

WHEREAS, the Town has a long history of cooperation with Larimer County and its Board of County Commissioners (“County”); and

WHEREAS, the vicinity of Crossroads Boulevard and County Line Road (also known as Weld County Road 13/Larimer County Road 1) (“Intersection Vicinity”) has seen a significant increase in traffic volume, such that the Town and the County have agreed to finance the cost of intersection signal improvements necessary to protect the public health, safety and welfare; and

WHEREAS, in consideration of the County’s contribution to the costs of the intersection traffic signal improvements, the Town has proposed that the Town assume maintenance responsibility for that portion of Crossroads Boulevard in the Intersection Vicinity, the specific area of which has been identified by the Town and the County; and

WHEREAS, in order to memorialize the understandings of the Town and the County with respect to ongoing maintenance of Crossroads Boulevard in the Intersection Vicinity, the parties have negotiated the attached Intergovernmental Agreement for Maintenance of Public Roadway (“IGA”), the terms of which are incorporated herein by this reference as if set forth fully; and

WHEREAS, the County has approved the IGA through formal action of its Board of County Commissioners; and

WHEREAS, the Town Board finds that the IGA promotes the public health, safety and welfare, and wishes to formally approve it for execution by the Mayor.

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

1. The attached Intergovernmental Agreement for Maintenance of Public Roadway (“IGA”) is hereby approved.
2. The Town Manager is hereby authorized to execute the attached IGA on behalf of the Town.

3. The Town Attorney is authorized to make such revisions or modifications to the IGA as are necessary to assure the public interest.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

**INTERGOVERNMENTAL AGREEMENT
FOR
MAINTENANCE OF PUBLIC ROADWAY**

This Agreement dated _____, 2015, is entered into by and between THE TOWN OF WINDSOR, a Colorado home rule municipal corporation ("Town") and the BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF LARIMER ("County").

RECITALS

1. Portions of the Town's corporate limits extend into eastern Larimer County; and
2. Crossroads Boulevard (Larimer County Road 26) is an important roadway, the use of which is increasing as population continues to grow in the area; and
3. That part of Crossroads Boulevard between Larimer County Road 3 and County Line Road (Larimer County Road 1) ("Crossroads Segment") is located in unincorporated Larimer County and is currently maintained by Larimer County; and
4. The parties have recently entered into an Intergovernmental Agreement pursuant to which the Town will design and make certain traffic control improvements to the intersection of Larimer County Road 1 and Crossroads Boulevard in a manner acceptable to the County ("Intersection Improvements"); and
5. In consideration of the County's contribution to the cost of construction of the Intersection Improvements and based on the availability and proximity to the intersection of the Town's road maintenance staff and resources, the parties have determined that responsibility for ongoing maintenance of the Crossroads Segment should be undertaken by the Town.
6. The parties desire to set forth herein their understandings regarding ongoing maintenance of the Crossroads Segment.
7. The Colorado Local Government Land Use Control Enabling Act, § 29-20-101, *et. seq.*, authorizes local governments to enter into agreements for the provision of services and governmental functions otherwise reserved to each party by law.

NOW, THEREFORE, the parties agree as follows:

1. The Town shall maintain the Crossroads Segment, consisting of the roadway, shoulders and abutting stormwater drainage facilities. Maintenance shall include but not be limited to all routine surface and pothole repairs, overlay, reconstruction, temporary full-depth patches, expansion bump removal on bituminous surfaces, crack and joint sealing, striping, cleaning and litter pickup, snow and ice control, sweeping, traffic control devices, appurtenances and traffic control signage maintenance and maintenance services currently being performed by the County.

2. The County shall bear no expense associated with the maintenance responsibility undertaken by the Town pursuant to this Agreement. All maintenance costs incurred by the Town under this Agreement shall be its sole responsibility, without recourse to the County.
3. The Town shall issue all required utility permits for the Crossroads Segment. The County shall issue all other permits, including access permits.
4. All work within the Crossroads Segment being performed by the Town shall be undertaken consistent with commonly accepted local industry standards and the most-current edition of the Manual on Uniform Traffic Control Devices. Each party shall maintain adequate automobile, workers compensation and liability insurance with respect to any Town or County employees performing work within the Crossroads Segment. Each party will promptly notify the other of any claims, notice of which is received by either party. Neither party will look to the other for indemnification for any claims arising out the allocation of authority pursuant to this Agreement.
5. This Agreement shall be of indefinite duration. However, the parties may mutually agree in writing to terminate this Agreement. Upon termination, all maintenance responsibility for the Crossroads Segment shall be the responsibility of the County, and the Town shall be released from any further responsibility.
6. Should any dispute arise with respect to the parties' rights and obligations hereunder, the parties will first refer the matter to alternative dispute resolution, the cost of which shall be borne in equal shares. The specific method of alternative dispute resolution shall be subject to further discussion, taking into account the nature of the controversy, the amount in dispute, and long history of cooperation enjoyed by the parties. Each party shall bear its own attorney fees and costs in the event of a dispute.
7. The financial undertakings of the parties herein are and shall be subject to appropriation. Nothing herein shall be deemed a multiple fiscal-year obligation of either party.
8. Nothing herein shall be deemed a waiver or modification of any immunity enjoyed by either party under the Colorado Governmental Immunity Act or at common law.
9. This Agreement shall benefit only the signatories hereto. There are no third party beneficiaries intended.
10. This Agreement may be executed in counterparts which, when assembled, shall be deemed a completed agreement.

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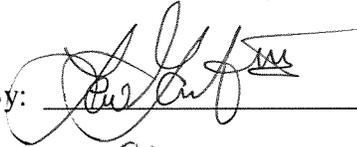
TOWN OF WINDSOR

Kelly E. Arnold, Town Manager

ATTEST:

Patti Garcia, Town Clerk

BOARD OF COUNTY COMMISSIONERS OF
LARIMER COUNTY, COLORADO

By: 

Title: Chair

ATTEST:





DATE: 12.23.15
APPROVED AS TO FORM:

COUNTY ATTORNEY

TOWN OF WINDSOR

RESOLUTION NO. 2016-05

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS FOR FINANCING OF TRAFFIC CONTROL IMPROVEMENTS TO THE INTERSECTION OF CROSSROADS BOULEVARD AND COUNTY LINE ROAD

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

WHEREAS, the Town has a long history of cooperation with Larimer County and its Board of County Commissioners (“County”); and

WHEREAS, the intersection of Crossroads Boulevard and County Line Road (also known as Weld County Road 13/Larimer County Road 1) (“Intersection”) has seen a significant increase in traffic volume, such that signal improvements are necessary to protect the public health, safety and welfare; and

WHEREAS, the Town has presented to the County a plan for traffic signal improvements to the Intersection, which plans have been approved by the County; and

WHEREAS, in consideration of the benefits to County residents and businesses, the County has offered to contribute a sum certain (“Contribution”) to the cost of the traffic signal improvements; and

WHEREAS, in order to memorialize the understandings of the Town and the County with respect to disposition of the County’s Contribution, the parties have negotiated the attached Intergovernmental Agreement for Financing of Intersection Traffic Control Improvements (“IGA”), the terms of which are incorporated herein by this reference as if set forth fully; and

WHEREAS, the County has approved the IGA through formal action of its Board of County Commissioners; and

WHEREAS, the Town Board finds that the IGA promotes the public health, safety and welfare, and wishes to formally approve it for execution by the Mayor.

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

1. The attached Intergovernmental Agreement for Financing of Intersection Traffic Control Improvements (“IGA”) is hereby approved.

2. The Town Manager is hereby authorized to execute the attached IGA on behalf of the Town.
3. The Town Attorney is authorized to make such revisions or modifications to the IGA as are necessary to assure the public interest.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 11th day of January, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

INTERGOVERNMENTAL AGREEMENT
FOR
FINANCING OF INTERSECTION TRAFFIC CONTROL IMPROVEMENTS

THIS INTERGOVERNMENTAL AGREEMENT for Financing of Intersection Traffic Control Improvements is entered into this ____ day of _____, 2015, by and between THE TOWN OF WINDSOR, a Colorado home rule municipal corporation (“Town”) and BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF LARIMER (“County”).

RECITALS

1. Portions of the intersection (“Intersection”) of Larimer County Road 1 (“County Line Road”) and Crossroads Boulevard (“Crossroads”) lie within the Town’s corporate limits and the County’s eastern-most boundary.
2. The Intersection has experienced an increase in traffic, due largely to development occurring in the vicinity.
3. The parties have cooperated in studying the need for traffic control improvements for the Intersection, and agree that a traffic signal is appropriate for the protection of the public health, safety and welfare.
4. The Town is prepared to undertake design and construction of traffic control improvements to the Intersection, including a traffic light and related facilities, the cost of which is expected to exceed Two Hundred Forty Thousand Dollars (\$240,000.00).
5. The County is prepared to contribute funding at a fixed level in support of the Town’s design and construction efforts.
6. The Colorado Local Government Land Use Control Enabling Act, § 29-20-101, *et. seq.*, authorizes local governments to enter into agreements for the provision of services and governmental functions otherwise reserved to each party by law.
7. The parties desire to memorialize their understandings with respect to their respective undertakings as set forth herein.

NOW, THEREFORE, the parties agree as follows:

1. The Town will undertake design and construction of traffic control improvements to the Intersection, and will complete the improvements during calendar year 2016.
2. Except for the County’s contribution as set forth below, the Town will bear all expense associated with design and construction of the traffic control improvements to the Intersection.

INTERGOVERNMENTAL AGREEMENT
FOR
FINANCING OF INTERSECTION TRAFFIC CONTROL IMPROVEMENTS

3. Upon completion of the improvements, the County will contribute one-third (1/3) of the cost to build the signal, not to exceed One-Hundred Thousand Dollars (\$100,000.00) to the Town, which the Town will apply to its costs of design and construction.
4. The County's contribution will be tendered as soon as administratively practicable, but in no event later than thirty (30) days following notification by the Town that the Intersection improvements have been completed.
5. The County's contribution as set forth herein shall serve as the County's only expense associated with the design, construction, operation, repair, replacement and maintenance of the traffic control improvements installed by the Town pursuant to this Agreement. The County shall bear no expense, other than that set forth herein, with respect to the traffic control improvements to the Intersection.
6. This Agreement shall terminate upon tender by the County of its contribution as set forth above.
7. Should any dispute arise with respect to the parties' rights and obligations hereunder, the parties will first refer the matter to alternative dispute resolution, the cost of which shall be borne in equal shares. The specific method of alternative dispute resolution shall be subject to further discussion, taking into account the nature of the controversy, the amount in dispute, and long history of cooperation enjoyed by the parties. Each party shall bear its own attorney fees and costs in the event of a dispute.
8. The financial undertakings of the parties herein are and shall be subject to appropriation. Nothing herein shall be deemed a multiple fiscal-year obligation of either party.
9. Nothing herein shall be deemed a waiver or modification of any immunity enjoyed by either party under the Colorado Governmental Immunity Act or at common law.
10. This Agreement shall benefit only the signatories hereto. There are no third party beneficiaries intended.
11. This Agreement may be executed in counterparts.

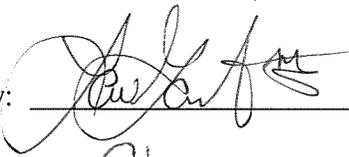
TOWN OF WINDSOR

Kelly E. Arnold, Town Manager

ATTEST:

Patti Garcia, Town Clerk

BOARD OF COUNTY COMMISSIONERS OF
LARIMER COUNTY, COLORADO

By:  12/29/15
Title: Chair

ATTEST:





DATE: 12.23.15
APPROVED AS TO FORM:

COUNTY ATTORNEY

INTERGOVERNMENTAL AGREEMENT
FOR
FINANCING OF INTERSECTION TRAFFIC CONTROL IMPROVEMENTS



Windsor 125th Report

Prepared by:



January 2016

Honoring the Past and Celebrating the Future

The Town of Windsor staff and Slate Communications created a year of memorable and fun events to mark the 125th anniversary of Town incorporation. Through print articles and ads, on site events, displays and a robust celebration website, the Windsor community shared stories of the past, dreams of the future and a renewed community pride in its historic, yet contemporary town.

The following report includes some of the highlights from the year, a summary of special materials that were created to honor the anniversary, and some lessons learned from the yearlong experience.

EVENTS

March 23: Quasquicentennial Kick-Off

Held at Town Hall, this ceremony commemorated Windsor's official 125th anniversary. The ceremony included the reading of the official Anniversary Proclamation, free birthday cake for attendees, and a celebratory lighting of Town Hall. The ceremony also took place in conjunction with a Town Board meeting, so Windsor elected officials were able to attend.

April 2: Windsor's Official Quasquicentennial & Beer Taping

The Town of Windsor celebrated its official 125th anniversary with a fun night at High Hops Brewery. The event included the unveiling of 1890 Red, the official beer of Windsor's 125th Anniversary created by High Hopes, live music and other festivities.

June 4: All Town BBQ & Kick-off Summer Concert

Windsor 125 made an appearance at several of the summer concerts throughout the season. To kick-off the summer, the anniversary celebrations had a presence at the annual All Town BBQ with free birthday cupcakes and Windsor 125 swag. The Windsor 125 photo booth was also present so attendees could take pictures in front of it. To help gain the attention of downtown strollers and residents on their way to Boardwalk Park, several professional artists were hired to create anniversary-themed chalk art at the corners of 5th and Main Street. Continuing with the chalk theme, the interactive chalk display made its debut in Boardwalk Park at this event. Chalk was provided to residents and they were asked to write what they love about Windsor. Unfortunately, thunderstorms cut the event short for everyone and washed away some of the art.



July 4: Fourth of July Celebration & Special Fireworks

For the special anniversary, the 2015 Fourth of July celebration was a little more extravagant than usual. The Town was able to put extra money towards a larger fireworks display in honor of Windsor's 125th anniversary, and Windsor 125 swag was given out to people coming into the park.

July 16: Taste of Windsor Now & Summer Concert

During the Taste of Windsor event, Windsor 125 was celebrated with a special booth near the concert stage. The booth included Windsor 125 swag, other giveaways and the special anniversary photo backdrop with props for the community to shoot family and friend photos. This also marked the beginning of the sunglasses social media campaign in which residents were asked to take a photo of themselves in the Windsor 125 sunglasses and post it to social media with #Windsor125. Thanks to the large attendance of community members at the Taste of Windsor, this was a great opportunity to showcase the anniversary materials with the public.

August 6: Final Summer Concert

To celebrate the last Summer Concert of the year, Windsor 125 hosted a booth with anniversary swag, the vintage photo backdrop, and a special beer garden that sold the High Hops 1890 Red along with other alcoholic beverages.

September 5: Harvest Festival

For Harvest Fest 2015, the Town of Windsor provided additional funding to the event organizers to put towards having a high-profile band for the Saturday night performance in Boardwalk Park as a way to commemorate the 125th anniversary.

September 13: Clearview Library's Outside the Lines Pop Up Event

In partnership with the Clearview Library, the Town of Windsor hosted a Pop-Up Library community celebration at High Hops Brewery. Windsor 125 was celebrated with anniversary swag, photos with the sugar beet-themed photo backdrop and a fun, interactive Windsor trivia contest.

October 3: Heritage Fest

With 2015 being the year of Windsor's 125th anniversary, it seemed like a great time to make some changes to an existing event. The annual Volga Fest typically celebrates the history of German-Russians in Windsor, so this year provided an opportunity to expand Volga Fest into Heritage Fest and honor the many people who helped shape the community including Native Americans, French trappers, German Russians and Hispanic cultures. The event included numerous activities such as children's games to win a golden sugar beet, historical artifacts, a Mariachi band, tours of historic Windsor buildings, and more. Windsor 125 had a specific presence through a table with swag and the vintage photo backdrop for attendees to take pictures in front of.

COMMUNITY & LOCAL BUSINESS ENGAGEMENT

Local Partnerships

From the beginning of the planning and execution of the year of celebration, we knew that it would be important to engage local and regional partners in the process and encourage them to participate in anniversary events and promotion. Presentations to various local stakeholders were made in two phases.

Outreach Phase 1 – end of 2014

Purpose: Overview of initial plans; gathered input and new ideas

- Windsor-Severance Historical Society
- Historic Preservation Committee
- Parks, Recreation & Culture Advisory Board
- Windsor DDA
- Clearview Library
- Windsor Middle School
- Town Employee Committee

Outreach Phase 2 – Spring 2015

Purpose: Update stakeholder groups, provide copies of materials for distribution, expand communications

- Windsor DDA, Marketing Committee Meeting
- Clearview Library
- Windsor Chamber of Commerce
- Parks, Recreation & Culture Advisory Board
- Update to Windsor Town Board
- Historic Preservation Committee
- Windsor Kiwanis
- Windsor Rotary Club
- Email blast to 23 regional partners
- Email blast to 13 local churches

Interactive Chalkboard

To engage with the community, the Town purchased a rectangular structure that contained large chalkboards on all four sides. Stationed in Boardwalk Park June 4 through fall of 2015, the structure provided chalk and asked residents to “Tell Us Why You Love Windsor!” The chalkboards were monitored and cleaned off every few weeks to allow space for new comments. The majority of participants seemed to be kids and common comments included praise for the parks, community events, the library, the Town’s friendliness, and the people of Windsor.

Retail & Dining Specials

Between May 25 and June 8, restaurants and retail establishments in Windsor were encouraged to offer special promotions related to the 125th anniversary as a way to engage local businesses with this year's celebration. Business toolkits were delivered or mailed to approximately 115 Windsor businesses. The toolkits included information about the anniversary, how the business could participate, and copies of the Windsor 125 posters, table tents and stickers.

A total of 8 businesses participated and offered the following promotions:

- Blushing Bride – \$125 bridal gowns, \$125 in free accessories (with a qualifying purchase), \$12.50 garters
- Chimney Park Restaurant & Bar – 4 Course Chef's Tasting Menu with Wine Pairing for 2 guests for \$125
- Horsetails & Buttercups – 12.5% off candles, designer pillows and all Milagros soaps and products
- Mr. Yo's Donut – \$1.25 for 2 Tier 1 donuts, \$1.25 for a small coffee
- The Wing Shack – Bucket of High Hops with 4 beers for \$12.50
- Spokes, Inc. – Thorn Resistant Goo Tubes for \$12.50
- Manweiler Appliance – 12.5% off all refrigerator water filters
- Great Clips – Adult haircut for \$12.50, \$1.25 off the Solutions product line

Outside of the businesses themselves advertising the promotions, information about these promotions were included on the Windsor 125 website, in Windsor Now ads and through Town of Windsor social media. Although only 8 businesses participated in the promotion, many more utilized the Windsor 125 posters, sticker and/or table tents in their stores.

1890 Red – The Official Anniversary Beer

To help celebrate 2015, we worked with High Hops Brewery to create a special beer that would be the official beer of Windsor's 125th anniversary. Named 1890 Red, the beer was a mix of flavors and ingredients to represent the melting pot of cultures that make up the Windsor community. The beer was served at the brewery throughout the year and was available for purchase at several events.

DELIVERABLES

Windsor 125 Logo

To create a unique and attractive brand for Windsor's 125th anniversary, a new logo was designed and the feel of all other materials were based on this logo. The final design mimicked the current Town of Windsor logo by featuring mountains and agricultural fields, two important parts of Windsor's identity.

Anniversary Collateral

The following materials were given to Windsor businesses as part of the business toolkits and handed out for free at various events throughout the year.

- Posters
- Table tents
- Bumper stickers
- Window decals
- Sunglasses
- Cups

Ads

A total of 12 Windsor 125 ads ran in Windsor Now and several full-page ads were included in the Windsor Link. All ads included a list of upcoming events related to the anniversary and the link to windsor125.com.

Portable, Vintage Photo Booth

As a fun activity to bring to events, a photo backdrop was created that featured an old photo of a Windsor sugar beet farm. Props including farm hats, fake mustaches and cardboard stacks of hay were brought along with the photo booth so participants had an opportunity to take funny pictures in front of the backdrop.



Downtown Banners

Starting in March, street light banners promoting Windsor's 125th anniversary were put up along Main Street and in other places in downtown Windsor.

1890 Red Beer Tap

To go along with the 1890 Red beer created by High Hops Brewery, a special beer tap was designed and used in the brewery.

Photography (more examples are in Town files)



DIGITAL INITIATIVES

Windsor 125 Website

A custom website was created at the URL windsor125.com to provide information about the anniversary, a list upcoming events, community-created content, and more.

Throughout the year, the website had over 2,000 visits and around 4,500 page views. The month of May saw by far the most site visits and page views, followed by March and June.



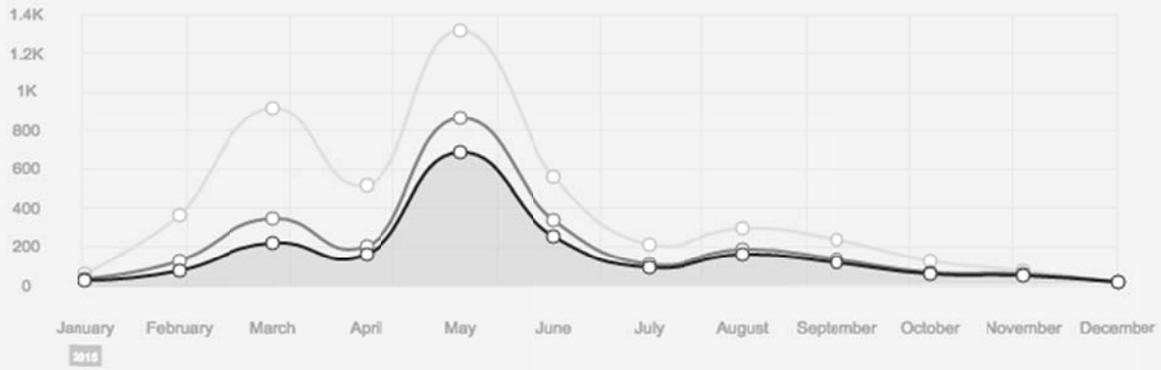
OVERVIEW

HOURLY

DAILY

WEEKLY

MONTHLY



2,391 avg
Visits 199

4,602 avg
Page Views 383

1,828 avg
Audience Size 152

	Visits	Page Views	Audience Size
December	6	6	6
November	47	68	46
October	60	120	49
September	129	233	110
August	180	286	151
July	104	201	85
June	330	555	246
May	860	1,306	682
April	198	507	154
March	336	912	211
February	119	357	70
January	22	51	18

#Windsor125

Throughout the year, #Windsor125 was used on social media platforms to help associate posts with Windsor's anniversary. It was used frequently by the Town on its Facebook and Twitter pages, and some residents utilized the hashtag when posting photos from various Windsor events. The Windsor 125 website included a "Share" page which featured Twitter and Instagram feeds that showed all public posts with #Windsor125.

The most successful social media campaign with #Windsor125 involved the free anniversary sunglasses. A card was attached to each pair of Windsor 125 sunglasses that encouraged people to take a photo of themselves wearing the sunglasses and tag the photo on social media with #Windsor125. The sunglasses and note of encouragement were especially popular with teenagers, as they use social media the most and the bright sunglasses are part of a current trend. The campaign was launched during the summer concert series.

Online Photo Gallery

A special feature of the Windsor 125 website was a form that allowed residents to submit their favorite photo of Windsor so that it could be part of the site's online photo gallery. Unfortunately, this opportunity did not draw much attention and only two photos were submitted to the gallery by residents.

LESSONS LEARNED

Involvement with Partners

While various local and regional partners were contacted and presented with the event information, we felt that they didn't become as involved with the Town's anniversary as we had hoped. The partners received materials about the anniversary and how they could participate, however interest was lower than expected.

Social Media

There was some presence of the anniversary on social media and the #Windsor125 was used by some residents, however we believe that we could have done more through social media. Throughout the year we learned that Windsor residents are very active on social media, especially on Facebook, so there was an engaged audience that we could have done more with. A few different social media contests and ideas were suggested, but none of them came to fruition.

Swag & Photo Booth

Overall, the Windsor 125 swag was very popular and we believe that the right types of items were chosen for Windsor residents. However, we may have ordered too many cups as not all of them were given away. The photo booth was also fairly popular and a good item to bring to various events. Kids seemed to enjoy the photo booth the most – many were drawn in by the costumes and props, or wanted to have a picture taken with the horse in the background.



	November 2015				Y.T.D. 2014
	<u>Previous Month</u>	<u>Previous Month's Year to Date</u>	<u>Current Month</u>	<u>Year To Date</u>	
Misdemeanor Complaints					
911 Hang up Calls	19	201	23	224	130
Animal	25	299	30	329	397
Arson	0	1	1	2	4
Assault	9	53	1	54	47
Assist Other Department	14	99	10	109	120
Attempted Suicide	0	7	0	7	15
Checks	1	3	0	3	0
Child Abuse	2	16	1	17	18
Citizen Service	83	814	80	894	664
Civil Complaints	8	89	5	94	92
Contributing Delinq./ Minor	0	0	0	0	0
Crime Against At-Risk Adult	0	1	0	1	2
Criminal Mischief	26	173	15	188	110
Criminal Trespass Premises	0	38	3	41	29
Death	0	18	1	19	16
Drugs	4	28	6	34	35
DUI's	12	72	7	79	57
False Burglar Alarm	31	300	13	313	276
False Imprisonment	3	3	0	3	0
False Reporting	2	4	0	4	1
Found Property	9	105	9	114	127
Harassment	13	92	8	100	102
Indecent Exposure	0	5	1	6	4
A. Curfew	0	0	0	0	3
B. Runaway	3	36	3	39	23
C. Other	1	40	2	42	80
Juvenile Problems (total)	4	76	5	81	106
Liquor Violations	0	1	5	6	13
Lost Property	1	43	5	48	39
Menacing	1	7	1	8	13
MIC / MIP	3	29	3	32	19
Missing Persons	7	16	4	20	26
Obstructing Police	1	4	0	4	10
Obstructing Telephone Service	1	2	1	3	3
Open door	8	88	4	92	70
Ordinance Violations	38	331	25	356	436
Reckless Endangerment	0	1	0	1	0
Repossession	0	0	0	0	0
Sexual Assault	2	13	1	14	14
Sex Offender Violation	1	4	0	4	1
Soliciting	0	9	0	9	11
Suspicious Activity	58	608	62	670	442

	November 2015				
	<u>Previous Month</u>	<u>Previous Month's Year to Date</u>	<u>Current Month</u>	<u>Year To Date</u>	<u>Y.T.D. 2014</u>
Misdemeanor Complaints Cont'd					
Theft	16	164	20	184	149
Theft By Receiving	0	0	0	0	0
Towed - Abandoned	0	2	0	2	16
Towed - Traffic	10	80	7	87	76
Towed (Total)	10	85	7	92	86
Traffic Accidents (total)	29	315	35	350	280
A. Non-injury/Property damage	22	271	30	301	267
B. Injury	4	28	4	32	29
C. Fatal	0	1	0	1	1
D. DUI Accidents	3	15	1	16	11
Underage Possession Marijuana	3	26	10	36	32
Vehicle Laws	174	1853	188	2041	1946
Violation of Restraining Order	2	38	5	43	16
Warrants - WPD	0	5	2	7	5
Warrants - Other Department	15	96	12	108	84
Warrants (Total)	15	101	14	115	89
Weapon Violation	1	7	0	7	6
Felony Complaints					
Armed Robbery	0	2	0	2	0
Arrests	7	67	6	73	66
Arson	0	1	1	2	1
Assault	0	9	0	9	6
Attempted Burglary	0	0	0	0	2
Auto Theft	0	5	1	6	8
Burglary	5	31	3	34	25
Checks	0	0	0	0	1
Child abuse	0	1	0	1	0
Child Neglect	0	0	0	0	0
Contrib./Delinq. of Minor	2	3	0	3	0
Criminal Impersonation	0	0	0	0	0
Criminal Mischief	2	15	1	16	14
Criminal Trespass - Dwelling	0	2	2	4	6
Criminal Trespass - Vehicle	0	54	6	60	76
Drugs	1	12	0	12	21
Forgery	1	9	0	9	4
Fraud	8	110	2	112	93
Homicide	0	1	0	1	0
Identity Theft	1	47	0	47	22
Intimidating Witness/Victim	0	0	0	0	0
Menacing	0	9	0	9	6
Recovery of Stolen Vehicle (ALL)	1	7	2	9	7
Robbery	1	1	0	1	0
Sexual Assault	2	3	0	3	0
Tampering with Evidence	0	1	0	1	0
Theft by Receiving	0	0	0	0	0

	November 2015				
	<u>Previous Month</u>	<u>Previous Month's Year to Date</u>	<u>Current Month</u>	<u>Year To Date</u>	<u>Y.T.D. 2014</u>
Theft	1	41	0	41	58
Warrant (Other Department)	3	18	0	18	23
Weapon Violation	0	1	0	1	0
Adult Arrest	40	276	22	298	242
Juvenile Detentions	5	30	6	36	25
Total Calls for Service	561	5950	549	6499	5674
A. Criminal	309	3088	306	3394	3217
B. Non-Criminal	252	2762	243	3005	2457
Cases Filed (County Penal)	37	255	21	276	167
County Traffic Citations	40	495	55	550	513
Municipal Citation	149	1535	151	1686	1732
A. Traffic	119	1339	130	1469	1460
B. Ordinances	30	196	21	217	272
Warnings	326	2959	343	3302	3169
Juvenile Filings	1	20	6	26	38
Parking Tickets	18	387	30	417	262
Juvenile Notification Forms	21	160	19	179	140
M-1 Holds	5	48	5	53	N/A
Misdemeanor Complaints Cleared by Arrest	38	239	21	260	200
Monetary Loss Misdemeanor Complaints	\$6,111	\$57,664	\$7,008	\$64,672	\$24,762
Monetary Recovery Misdemeanor Complaints	\$1,025	\$3,793	\$1,009	\$4,802	\$5,246
Felony Complaints Cleared by Arrest	7	67	6	73	66
Monetary Loss Felony Complaints	\$5,200	\$275,459	\$12,000	\$287,459	\$196,414
Monetary Recovery Felony Complaints	\$0	\$28,770	\$12,000	\$40,770	\$74,855



Liquor Licensing Authority

To: Mr. Mayor and Members of the Town Board

CC: Patti Garcia, Town Clerk
Ian McCargar, Town Attorney
Kelly Arnold, Town Administrator
Krystal Eucker, Deputy Town Clerk
John Michaels, Chief of Police

From: Teresa Ablao, Associate Town Judge

Date: December 24, 2015

RE: Windsor Local Liquor Licensing Authority report – 4th Quarter 2015

Dear Mayor and Town Board Members:

This quarter we had a fairly light amount of activity with respect to Liquor Licensing. However, there were 5 licensees who had violations based on a compliance check conducted jointly between the WPD and the State Liquor Enforcement. The State turned over the administrative action to the Authority for all but one licensee (Ricky B's). The Authority met for Regular meetings on October 19, November 16 and December 21. Below is a brief summary of what has occurred since my last report..

Renewals:

This quarter, 8 license renewals were approved on consent.

- *Windsor Sports Arena* (Beer & Wine license)
- *Windsor Discount Liquor* (Retail Store license and tastings permit)
- *Patti-Sox LLC* (Tavern license)
- *The Border* (Hotel/Restaurant license)
- *Guadalajara* (Hotel/Restaurant license)
- *Pelican Jo's Pizzeria* (Hotel/Restaurant license)
- *7-Eleven at 7486 Westgate* (3.2% beer-off premise license)
- *Uncorked Wine and Liquor* (Retail Store license)

1 Licensee was required to appear for hearing on their renewal application due to having had a violation in the previous year.

- *7-Eleven at 6400 Crossroads* (3.2% Beer license)
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Special Event Permits granted:

There was 1 Special Event Permit granted this quarter.

- *NORCO Juniors Volley Ball Club*- A fundraising event on January 8, 2016 to benefit the Club.



Liquor Licensing Authority

New applications granted:

- *Pizza Hut* (Beer & Wine license) at 100 12th Street
- *Roma Restaurant* (Hotel/Restaurant license) at 1039 Main St.

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

Respectfully submitted,

Teresa Ablao