



TOWN BOARD REGULAR MEETING
March 14, 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 February 22, 2016 Regular Town Board Meeting – K. Eucker
2. Consideration of Great Western Trail Authority Bylaw Amendments – P. Garcia
3. Advisory Board Appointments – P. Garcia
4. Report of Bills for February 2016 – D. Moyer
5. Resolution No. 2016-13 - A Resolution of the Windsor Town Board Approving the Accessioning of Items to the Town of Windsor Museum Collection – E. Lucas

6. Resolution No. 2016 -14 - A Resolution Approving and Accepting a Dedication of Right of Way for Roadway and Related Public Transportation Purposes at the Northeast Corner of Weld County Road 13 and Crossroads Boulevard, in the Town of Windsor, Colorado – D. Wagner

C. BOARD ACTION

1. Site Plan Presentation – Water Valley South Subdivision 23rd Filing, Lots 1 & 2 – Water Valley Vaults (self-storage project updates) – Justin Donahoo, Trollco Inc., applicant/ Brent Cooper, Ripley Design, Inc., applicant’s representative
 - Staff presentation: Josh Olhava, Senior Planner
2. Public Hearing – Ordinance No. 2016-1519 – An Ordinance Approving the Re-zoning of Tract A, Hilltop Estates Subdivision – Dr. Ahmed M. Sherif and Rabla A. Haderi, applicants/ Thomas Canzona and William Garcia, applicant’s representatives
 - Staff presentation: Josh Olhava, Senior Planner
3. Ordinance No. 2016-1519 - An Ordinance Approving the Re-zoning of Tract A, Hilltop Estates Subdivision – Dr. Ahmed M. Sherif and Rabla A. Haderi, applicants/ Thomas Canzona and William Garcia, applicant’s representatives
 - First Reading
 - Legislative action
 - Staff Presentation: Josh Olhava, Senior Planner
4. Resolution No. 2016-15 - A Resolution Approving an Agreement for Certain Economic Inducements and Development Incentives Between the Town of Windsor, Colorado, and CenterPointe Development Group (CDG), with Respect to the Development of Property for Commercial Purposes Within Windsor
 - Legislative action
 - Staff presentation: Stacy Johnson, Director of Economic Development
5. Resolution No. 2016-16 - A Resolution Supporting the Town of Windsor’s Efforts at Seeking a Grant from the Colorado Department of Local Affairs Energy and Mineral Impact Assistance Funds for the Purpose of Constructing a Water Line
 - Legislative action
 - Staff presentation: Kelly Unger, Communications Manager/Assistant to the Town Manager
6. Process for Anticipated District 4 Vacancy
 - Staff presentation: Kelly Arnold, Town Manager
7. Monthly Financial Report
 - Staff presentation: Dean Moyer, Director of Finance

D. COMMUNICATIONS

1. Communications from the Town Attorney
2. Communications from Town Staff

3. Communications from the Town Manager
4. Communications from Town Board Members

E. EXECUTIVE SESSION

An executive session pursuant to Colorado Revised Statutes § 24-6-402 (4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to an intergovernmental agreement between the Town of Windsor and the Windsor Downtown Development Authority. (Ian D. McCargar; Kelly E. Arnold)

F. BOARD ACTION

1. Resolution No. 2016-17 - A Resolution Approving an Amended and Restated Intergovernmental Agreement between the Town of Windsor and the Windsor Downtown Development Authority Regarding Continued Town Support of the Windsor Downtown Development Authority
 - Legislative action
 - Staff presentation: Kelly Arnold, Town Manager

G. ADJOURN



TOWN BOARD REGULAR MEETING
February 22, 2016 - 7:00 P.M.
Town Board Chambers
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.

Roll Call

Mayor
Mayor Pro Tem

John Vazquez
Myles Baker
Christian Morgan
Kristie Melendez
Ivan Adams
Robert Bishop-Cotner
Jeremy Rose

Absent
Absent

Also Present:

Town Manager
Town Attorney
Town Clerk/Assistant to Town Manager
Communications/Assistant to Town Manager
Chief of Police
Director of Engineering
Director of Planning
Director of Economic Development
Chief Planner
Senior Planner
Senior Planner
Deputy Town Clerk

Kelly Arnold
Ian McCargar
Patti Garcia
Kelly Unger
John Michaels
Dennis Wagner
Scott Ballstadt
Stacy Johnson
Carlin Barkeen
Josh Olhava
Paul Hornbeck
Krystal Eucker

1. Pledge of Allegiance

Town Board Member Melendez led the Pledge of Allegiance.

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

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

1. Board Liaison Reports

- Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate
Mayor Pro Tem Baker had no update.
- Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
Town Board Member Morgan had no update.

- Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce
Town Board Member Melendez reported the DDA met and several items were discussed. One of the items discussed was updating the Strategic Plan and putting details with the five key initiatives; The Mill revitalization, Clearview Library development, DDA growth and sustainability and the Boardwalk back lot development. The Executive Director will begin working with the Town of Windsor to determine what options will be available for The Mill. The Library also concluded a tour of five proposed locations. A meeting is scheduled for February 24, 2016 from 6:30 p.m. - 8:30 p.m. at the Library for citizen input on what they are looking for in a new library. Ms. Melendez stated the DDA is now officially part of the Main Street Program which enables access to many resources. Regarding the farmers market, an RFP will be put out for a Research Market Manager and if that individual is found quickly, the farmers market will be on a limited basis this year with the goal of having a full time farmers market in 2017.
Ms. Melendez reported the Chamber of Commerce had their annual retreat and at the meeting the board completed a team activity called Thinking Wavelength. The team activity gave a perspective on individual's personalities which consisted more of thinkers and visionaries. From the exercise, two groups were developed; one group that studies the composition of the Chamber and the other will work on clear plans and goals.
- Town Board Member Rose – Clearview Library Board
Town Board Member Rose – Absent
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Planning Commission
Town Board Member Bishop-Cotner - Absent
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Tree Board will be meeting on February 23, 2016 and will be judging the Arbor Day posters and poems. Arbor Day activities will be held at Mountain View Elementary on April 14, 2016 and at Tozer Elementary on April 15, 2016. The 5K run/walk will be held on April 16, 2016 with the tree sale following.
- Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
Mayor Vazquez had no report.

2. Public Invited to be Heard

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

B. CONSENT CALENDAR

1. Minutes of the February 8, 2016 Regular Town Board Meeting – K. Eucker
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 – Baker, Morgan, Melendez, Adams, Vazquez; Nays- None; Motion passed.

C. BOARD ACTION

1. Public Hearing – Resolution No. 2016-11 – A Resolution Recommending Planning Commission Adoption of the 2016 Town of Windsor Comprehensive Plan
 - Staff presentation: Scott Ballstadt, Director of Planning

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

Per Mr. Ballstadt, the Town Board and Planning Commission kicked off the Comprehensive Plan process almost a year ago on March 2, 2015. The Comprehensive Plan is the guiding and policy document for land use decisions for the next 15-20 years. Throughout 2015 numerous meetings were scheduled for citizen input as well as having the Comprehensive Plan website available for community outreach.

The Town Board and Planning Commission have reviewed the draft Plan section by section. Also the Comprehensive Plan Advisory Committee that was appointed early on in the process held a wrap up meeting to complete their involvement in the process. Based on the outcome of the joint meeting of the Town Board and Planning Commission, the Plan has been revised to address the comments received by both boards. The Comprehensive Plan draft has been placed on the Town of Windsor website with notification sent out to the public that it is available for review. The Plan has also been sent to neighboring jurisdictions for their review as well as the two military installations.

Mr. Baker inquired as to how the online participation was and if it was quantified.

Mr. Ballstadt stated the exact hit numbers are not available but there were several maps generated through a tool on the website.

Mr. Housel stated about 197 resident questionnaires were submitted online and approximately 50 business questionnaires were submitted with 200 points of interest identified on the map tool.

Ms. Melendez inquired if developers submitted comments pertaining to the Comprehensive Plan.

Mr. Ballstadt stated early on in the process stakeholder interviews were scheduled which included several local builders and developers. The interviews were conducted directly with the Comprehensive Plan consultants and did not include town staff.

Ms. Melendez inquired if any comments were received on the final draft of the Comprehensive Plan.

Mr. Ballstadt stated in general conversation positive comments have been received regarding the Comprehensive Plan but nothing in writing.

Mr. Adams commended that the Planning Staff and the consultants for the great work done on the open house prior to the Town Board meeting.

Mr. Vazquez invited individuals that wish to address the Town Board Regarding this particular agenda item to which there was none.

Mr. Vazquez inquired if Mr. McCargar had anything further to add to which he did not.

Town Board Member Melendez motioned to close the public hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Melendez, Adams, Vazquez; Nays- None; Motion passed.

2. Resolution No. 2016-11 – A Resolution Recommending Planning Commission Adoption of the 2016 Town of Windsor Comprehensive Plan
 - Legislative action
 - Staff presentation: Scott Ballstadt, Director of Planning

Town Board Member Adams motion to approve Resolution No. 2016-11; Town Board Member Morgan seconded the motion.

Mr. Ballstadt stated in accordance with the state statutes, it is the duty of the Planning Commission to make and adopt a master plan for the town. Therefore staff recommends approving Resolution 2016-11 and forwarding a recommendation of approval of the 2016 Comprehensive Plan to the Planning Commission subject to all remaining Town Board and Planning Commission comments being addressed in the plan.

Mr. Ballstadt stated the land use depictions on the Ptarmigan properties within the Corridor Activity Center (CAC) and the Great Western Industrial Park property between SH 257 and the former Kodak campus would currently remain as depicted on the existing land use map and would not reflect the draft map within the Comprehensive Plan, as Planning staff is currently working with both respective property owners and, once those plans have been finalized, the land use depictions will need to come before the Planning Commission for approval in the future.

Mr. Ballstadt explained that the Comprehensive Plan will include a process that allows for periodic updates to both text and maps. That process allows for a property owner to propose changes for consideration as well as allow the Town to perform more comprehensive annual updates to reflect changes that occur.

Mr. Vazquez inquired as to special districts and if there were comments regarding their impact.
Mr. Ballstadt stated all of the special districts were involved in the stakeholder interviews.

Mr. Vazquez inquired if there was any opposition or concerns to be aware of.
Mr. Ballstadt stated all concerns have been addressed.

Mr. Adams inquired if the Comprehensive Plan could be amended as needed.
Mr. Ballstadt stated the Comprehensive Plan itself has an amendment process which is reviewed annually for any text or map changes that need to be updated. Individual property owners can propose amendments to the Comprehensive Plan.

Mr. Vazquez commented that the Comprehensive Plan can be modified on a case by case basis but in essence, the Comprehensive Plan is a 10 year vision and not something that can or should be arbitrarily changed. Mr. Vazquez believes a subarea plan on the Harmony Corridor needs to be completed in the weeks ahead.

Mr. Morgan commented that the Harmony corridor is an important component and feels there needs to be input from surrounding jurisdictions.

Mr. Vazquez inquired if there is an IGA with Severance and Timnath.

Mr. Arnold stated a discussion has taken place with Timnath; the subarea plan was brought up and they are interest in that process.

Mr. Baker commented that a call for projects was put out at the last MPO meeting and Harmony Road was one mentioned.

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

3. Resolution No. 2016-12 - A Resolution Approving and Authorizing the Execution of an Intergovernmental Agreement with the Weld County Board of County Commissioners for Funding of Improvements to Weld County Road 62 Adjacent to the Town of Windsor, Colorado
 - Legislative action
 - Staff presentation: Kelly Arnold, Town Manager

Town Board Member Melendez motion to approve Resolution No. 2016-11; Town Board Member Morgan seconded the motion.

Per Mr. Arnold, the Town of Windsor will be installing a new traffic signal on Crossroads Boulevard and County Line Road later this year. During 2015 the Town Board communicated with both Larimer County and Weld County regarding interest with these jurisdictions to participate in the funding of the signal since both unincorporated Larimer County and Weld County are adjacent to the signal.

Staff followed up with the communication and Larimer County has agreed to participate up to \$100,000 for the funding of the signal in exchange of maintaining a section of Crossroads west of the intersection. The Town Board accepted this proposal and has entered into an agreement with Larimer County.

Mayor Vazquez then made a written request to the Weld County Commissioners for \$50,000 in exchange of maintenance of a small section of Crossroads east of this intersection. This week Windsor received a letter and draft of an Intergovernmental Agreement (IGA) from the Weld County Commissioners. The IGA is for \$10,000 for participation in the traffic signal in exchange of maintenance of Crossroads.

Since Mayor Vazquez has sent the request letter, the LaBue annexation paperwork has been submitted and reviewed. The proposed annexation includes most of the proposed section of

Crossroads. As a result, when the LaBue annexation is accepted this section of Crossroads will be in Windsor so maintenance of this section of road will probably occur sometime in the near future.

Some members of the Town Board were disappointed in the proposal from the Weld County Commissioners.

Mr. Vazquez commented that if Windsor is taking on the liability, obligation and maintenance then why accept any funds from Weld County.

Mr. Adams commented that Weld County should assist Windsor as Windsor has done with Weld County but the Board needs to take into consideration the recommendation of the staff.

Mr. Vazquez stated several months ago when the conversation took place with the Weld County Commissioners they were excited to participate in the project but then after a petition to run for County Commissioner was filed, they were not as willing to participate. Mr. Vazquez feels as though Windsor is being penalized.

Mr. Baker commented that Windsor shouldn't turn away money and also inquired if there is a way to strike the provision that Windsor will accept the \$10,000 but not be responsible for the road since that section will be annexed into Windsor soon anyway.

Mr. Arnold stated that won't accomplish anything and they would probably take away their \$10,000.

Mr. Baker inquired if \$10,000 is the standard for Weld County.

Mr. Arnold stated there has not yet been follow up with Weld County.

Ms. Melendez inquired if there is more to the answer than this is what is typically provided to municipalities and what is Windsor's financial obligation if the \$10,000 is accepted.

Mr. Arnold stated the road will be annexed so as a result there is no financial obligation.

Mr. Adams inquired if there will be maintenance responsibility.

Mr. Arnold stated there would be. Once the road is annexed into Windsor, the maintenance will then be Windsor's responsibility.

Mr. Morgan inquired about the Weld County Commissioners process; do they review the letter and proposal together.

Mr. Arnold stated there has been no follow-up since the letter was received.

Mr. Morgan inquired if this would have been a blanket decision from one to two people or would there have been some discussion that the Town Board can review to receive some basis for their decision.

Mr. Arnold stated the letter does not note being carbon copied to the other commissioners.

Mr. Arnold stated an option could be on behalf of the Mayor to ask for more explanation for the rationale upon arriving at the decision of the Commissioners.

Mr. Arnold stated the entire project has been budgeted so there are funds available.

Mr. Arnold summarized the consensus of the board as follows:

1. Follow up with Weld County to understand the rationale of the decision;
2. How is this decision comparable to other municipalities;
3. Did the Weld County Commissioners vote on the decision?

The consensus of the Board is to revisit this agenda item at a later date. Mr. Vazquez inquired from Mr. McCargar on how to proceed.

Mr. McCargar suggested the Board make a motion to postpone the agenda item until further conversation takes place. No action will be taken on the pending motion but the agenda item can be brought back up at a later date.

Town Board Member Adams motioned to postpone Resolution No. 2016-12 to a date not certain; Mayor Pro Tem Baker seconded the motion. Roll call on the vote as follows: Yeas – Baker, Morgan, Melendez, Adams, Vazquez; Nays- None; Motion passed.

Mr. Baker confirmed that the decision made will not impact the project and it will still proceed.

Mr. Arnold stated that is correct.

4. Weld County Design Standards response

- Staff presentation: Kelly Arnold, Town Manager and Scott Ballstadt, Director of Planning

Per Mr. Arnold staff was directed to work cooperatively with Weld County representatives to arrive at an agreed set of common development standards by the conclusion of calendar year 2015, in accordance with the Coordinated Planning Agreement (CPA), Section 5 of the Agreement. Per Section 5 of the Agreement, the Town of Windsor and Weld County shall establish common development standards within one (1) year of the effective date of the CPA.

Staff has prepared proposed standards, with the cooperation of Weld County, as an initial step towards intergovernmental coordinated planning efforts. Weld has endorsed a model CPA, which is been used for developing similar CPAs, including development standards, with interested local jurisdictions for over two years.

Windsor requested when the time came for the Commissioners to consider and discuss the design standards presented that Windsor would be informed of that meeting. At the end of January, 2015 Windsor was notified via Weld County Planning Director that the Weld County Commissioners have considered, discussed and responded to the design standards and sent back a red line draft of the design standards that they would like Windsor to consider. A conference call was scheduled with the Planning Director to discuss the proposed design standards. There was acknowledgement that the information distributed to the Commissioners was informally discussed at a work session and the consensus was that they directed the Weld County Planning Director to respond back to Windsor with the document that was included in the packet this evening. The document was reviewed by Windsor's Planning Director, Mr. Ballstadt and the design standards are the design standards of Weld County.

Mr. Vazquez commented that Weld County touts on the fact that that they give communities referrals and allow them to make comments. In previous referrals, numerous municipalities and municipal departments gave comments opposing a referral which was in turn approved by the five member Weld County Commissioners.

Mr. Arnold stated on advisement from the Windsor Planning Director, a small group of Town Board members should meet with the Weld County Commission liaison for Planning Julie Cozad, Weld County Planning Director, Windsor Planning Director and the Town Manager to discuss the design standards and to keep a line of communication open.

Mr. Vazquez suggested pushing the meeting until after the new mayor is seated.

Mr. Baker suggested postponing the issue until after the municipal election.

Ms. Melendez suggested postponing the issue until after the municipal election but also keeping the lines of communication open.

Mr. Baker inquired if there are other municipalities that feel the same way Windsor does.

Mr. Arnold stated years ago several municipalities worked together to address the Commissioners at that time.

Mr. Arnold stated there are communities that have gone through this process but have not reached the point that Windsor has.

Mr. Arnold suggested communicating with the Planning Director in Weld County that Windsor is going to table this issue at this time and revisit at a later date in hopes of better discussions and ideas.

Mr. Morgan stated over time, the design standards will be less and less important as the surrounding communities are growing towards Windsor.

5. Economic Development Report

- Staff presentation: Stacy Johnson, Director of Economic Development

Director of Economic Development Stacy Johnson provided an overview of the Economic Development Report. Meetings have taken place with the State regarding the Regional Tourism Act but there has not been much to report on. The Economic Development budget funds three other organizations; the Windsor Chamber of Commerce, Small Business Development Center (SBDC) and Upstate Colorado. Northern Colorado Economic Development Corporation has closed and merged into Colorado Economic Alliance. Windsor did have two invoices this year from the SBDC for \$5,000 and Upstate Colorado for \$10,000. They have not been paid yet but staff recommends paying those invoices and bringing these community members before the Town Board to present projects that are being worked on so the Board is aware of what the investments are going towards and in turn have the information to make further decisions about funding community partners.

Ms. Johnson would also like to bring back the business breakfast meetings as the information received by the Town Board members from local business was valuable.

Windsor Economic Development Committee will be moved from every other month to quarterly meetings.

Windsor's new Enterprise Zone consists of two tenants; Owens Illinois and Vestas. Meetings have taken place with both businesses to inform them that they are now located in an Enterprise Zone and can take advantage of state income credits if they have state income tax liability. Enterprise Zones are reviewed approximately every ten years.

Ms. Melendez inquired if there is a membership fee for Xceligent.

Ms. Johnson stated Windsor does pay a membership fee but it is twofold. Windsor also subscribes to Norther Colorado Commercial Real Estate which also gives the opportunity to attend networking events with realtors and subscribe with Xceligent through that which costs approximately \$1,000. If Windsor subscribes just through Xceligent, the costs would be \$2,500. Upstate Colorado has also joined and will submit on behalf of the Town of Windsor.

Ms. Johnson stated two firms were contact in regards to completing the analytical portion of the retail study. Proposals were received and those will be reviewed over the next week. The turnaround time for the report will be approximately 60 days.

D. COMMUNICATIONS

1. Communications from the Town Attorney
None
2. Communications from Town Staff
None
3. Communications from the Town Manager
Mr. Arnold stated there will be no meeting February 29, 2016. The meeting on March 7, 2016 will be the CAC design standards and IGA discussion. The meeting on March 21, 2016 will be a joint session with Parks, Recreation and Culture.
4. Communications from Town Board Members
Mr. Adams congratulated the high school students in their athletic accomplishments.

E. EXECUTIVE SESSION

An executive session pursuant to § 24-6-402 (4)(e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. Economic Development Incentives (Stacy Johnson)

Town Board Member Melendez motioned to go into executive session pursuant to § 24-6-402 (4)(e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. Economic Development Incentives (Stacy Johnson); Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Melendez, Adams, Vazquez; Nays- None; Motion passed.

Upon a motion duly made, the Town Board returned to the regular meeting at 9:12 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 9:12 p.m.

F. ADJOURN

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

Krystal Eucker, Deputy Town Clerk



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: Great Western Trail Bylaw Amendments
Item #: B.2.

Background / Discussion:

At their February 4, 2016 meeting, the Great Western Trail Authority (GWTA) voted to approve several changes to their bylaws that were originally created in 2006.

The proposed changes are as follows:

1. Article II-Section 1: Change "The Trail Board" to the "Great Western Trail Authority".
2. Article IV, Sections 1, 4, 5: Eliminate the Secretary/Treasurer position and create individual offices of Secretary and Treasurer and define the duties of each.
Section 6: Changes officer elections from June to January of each year.
Section 8 (new): Gives criteria for replacing board members.
3. Article VIII, Section 3-Annual Budget: the budget for the following year will be prepared in August instead of November.

The Towns of Windsor, Severance and Eaton will all be considering the amendments and will forward the response from their respective board or council to the GWTA.

Financial Impact:

None.

Relationship to Strategic Plan:

Goal 1.B.

Recommendation:

For Town Board consideration.

Attachments:

Great Western Trail Bylaws as amended on February 4, 2016

**GREAT WESTERN TRAIL AUTHORITY
BYLAWS
As Amended 1/7/16**

ARTICLE I

CREATION

Section 1. Creation of the Great Western Trail Authority. The Great Western Trail Authority, a separate and independent governmental and legal entity, is hereby formed by intergovernmental agreement by its members pursuant to the provisions of Colorado Revised Statutes § 29-1-201 et seq., and Colorado Constitution Article XIV, Section 18(2).

ARTICLE II

THE BOARD

Section 1. Name of Board and Membership. The name of the Board will be “The Great Western Trail Authority”. The Board shall consist of nine members. Each party to the Intergovernmental Agreement, as amended, shall appoint three members to the Board, whose members shall serve at the pleasure of the appointing town.

Section 2. Office of the Board. The office of the Board shall be at such place as the Board may designate by resolution from time to time.

ARTICLE III

PURPOSE, POWERS AND DUTIES

Section 1. Purpose. It is the purpose of this Board to plan for, fund, build and maintain a trail system and other public or recreational facilities along the Great Western Railway right-of-way between the Town of Windsor, Colorado and the Town of Eaton, Colorado. Nothing in these bylaws shall be construed to limit the geographic area of influence within which this Board shall operate.

Section 2. Powers and Duties. The powers and duties of the Board include, but are not limited to the following activities:

- A. Study and determine the location and improvements associated with trail routes which best serve the public’s interest.
- B. Seek funds and resources from a broad range of donors to support needed trail improvements.
- C. Facilitate the development, promotion, management, maintenance, and operation of the trail and any improvements available to the public along such corridor.

- D. Advise the parties on routes, land acquisition, expenditures, and other associated requirements of the Great Western Trail and as outlined in the Intergovernmental Agreement.
- E. Establish from time to time committees which will carry out delegated duties of the Board.
- F. Make contracts, borrow money and issue evidence of indebtedness in furtherance of any or all of the objects of its business, and to secure the same by mortgage, pledge or other lien on the Corporation's property, provided, however, that no loan or long term debt shall be incurred without the approval of each party to this Intergovernmental Agreement.
- G. Sue and be sued.
- H. Reimburse directors for reasonable and approved expenses, including expenses incurred in attending Board meetings.
- I. Carry out such other activities as are necessarily implied or required to carry out the purposes of the Great Western Trail Authority or the specific powers enumerated in these Bylaws.

ARTICLE IV

OFFICERS, BOARD MEMBERS, AND PERSONNEL

Section 1. Officers. The officers of the Board shall be a Chair, Vice-Chair, and Secretary, and Treasurer.

Section 2. Chair. The Chair shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the Chair shall sign all agreements, minutes, resolutions and other items as duly authorized by the Board.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair. In case of a vacancy in the office of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Board shall select a new Chair from among its members.

Section 4. Secretary. The Secretary shall keep the official minutes of the organization and forward a copy of such report to the governing body of each party to this Intergovernmental Agreement.

Section 5: Treasurer. The Treasurer shall perform all duties relating to the financing of the organization, including, but not limited to, collecting all revenue and receivables, making deposits, paying bills, managing accounts, providing financial records, authorizing expenditures in line with the approved budget, and making reports to the Board. The Treasurer shall prepare a report to be reviewed by the Board at each regular GWTA meeting.

Section 6. Election of Officers. The officers of the Board shall be elected by the Board at its first meeting in January of each year and shall assume their duties upon election. The officers shall hold office for one year or until successors are elected. The office of the Chair and Vice-Chair may not be selected from the same jurisdiction.

Section 7. Vacancies. Any vacancy on the Board shall be filled by the appointing jurisdiction.

Section 8. Board Member Terms. A board member shall serve until one of the following occurs:

- a. The board member resigns.
- b. The jurisdiction the board member represents approves termination for cause after receiving a recommendation from the majority of GWTA board members.
- c. The jurisdiction that the board member represents requests that he/she be replaced.

ARTICLE V

BOARD MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held without notice at such time and place as may be prescribed by the Board from time to time. In the event any day of a regular meeting shall be a legal holiday, said meeting shall be held on a day to be determined by the Board. The Board may also suspend any regular meeting by a majority vote of the Board provided that provisions concerning open meetings are maintained.

Section 2. Special Meetings. The Chair of the Board may, when she/he deems it expedient, and shall, upon written request of the majority of the Board, call a special meeting of the Board for the purpose of transacting any business designated in the notice thereof. Notice of the special meeting must be delivered or mailed to each member of the Board at least two days prior to the date of such meeting. Such notice shall designate the time and place of the special meeting. Any Board member may waive notice of any meeting and the Board members' presence shall constitute waiver of notice of that meeting. At such special meeting, no business shall be considered other than as designated in the notice, but, if all of the Board members are present, any of all business may be transacted at such special meeting.

Section 3. Quorum. Five Board members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is in attendance, action may be taken by the Board upon an affirmative vote of the majority of the Board members present. The Chair shall vote on all motions. In the event of a tie vote, the motion is defeated.

Section 4. Manner of Vote. The yeas and nays shall be entered upon the minutes of every meeting except in the case of elections when a vote may be by ballot and except where there is a unanimous vote.

Section 5. Parliamentary Procedure. The Board shall be governed by parliamentary procedure as set forth in Robert's Rules of Order.

ARTICLE VI

LIABILITY OF BOARD OF DIRECTORS OR OFFICERS

Section 1. The Board members of the Great Western Trail Authority should use ordinary care and reasonable diligence in the exercise of their powers, and in the performance of their duties hereunder; they shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care. No Board member shall be liable for any action taken or omitted by any other Board member.

ARTICLE VII

NON-WAIVER OF IMMUNITY

Section 1. It is the intent of the members that, by entering into the Intergovernmental Agreement, they do not waive and are not waiving any immunity or other limitation on liability provided to the members or their officers or employees by any law.

Section 2. No waiver by a member of any immunity or other limitation on liability provided to the member or its officers or employees by any law shall expand the coverages established by the Board. No member shall waive any such immunity or other such limitation on liability without first notifying the Great Western Trail Authority in writing.

ARTICLE VIII

Section 1. Authorized Expenditures. The Treasurer shall expend on behalf of the Board funds as authorized by the Board.

Section 2. Bank Account. The Board shall maintain at least one account to which deposits may be made and from which checks may be written. In no event shall any single account carry a balance in excess of amounts insured by the FDIC or FSLIC.

Section 3. Annual Budget. The Treasurer shall prepare, or cause to be prepared, annually a budget for the upcoming year and shall present said budget to the Board for approval at its

regular meeting in August. The majority of the members of the Board must vote affirmatively on the budget for its passage.

ARTICLE IX

Section 1. Amendments. The Board bylaws shall be amended only if there has been a notice of motion duly seconded in the previous meeting and voted on affirmatively by 2/3 of the entire Board and not just of the quorum. Further, no amendment to the bylaws shall take effect until one month after said amendment has been delivered to the governing body of each party to this Intergovernmental Agreement and, if objected to by resolution of any party during those 30 days, shall not take effect unless and until approved by at least 2/3rds of the governing boards of each party to this Intergovernmental Agreement .

Section 2. Suspension. Any requirement of these bylaws may be waived by written consent signed by all Board members.

Section 3. Severability. In the event that any article, provision, clause or other part of these Bylaws should be held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability with respect to other articles, provisions, clauses, applications, or occurrences, and these Bylaws are expressly declared to be severable.

Adopted and approved this ____ day of _____, 2016.

Town Of Eaton:

By _____ ATTEST _____
Mayor Town Clerk

Town Of Severance:

By _____ ATTEST _____
Mayor Town Clerk

Town Of Windsor:

By _____ ATTEST _____
Mayor Town Clerk



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: Advisory Board Appointment
Item #: B.3.

Background / Discussion:

During January and March, Town Board Members Morgan, Melendez and Adams conducted advisory board interviews. Pursuant to those interviews, the following individuals have been recommended for appointment:

Downtown Development Authority

Cristin Peratt; term expiring April 2020
Sean Pike; term expiring April 2020

Water & Sewer Board

Carlos Medina; term expiring March 2020

Planning Commission

Gale Schick; term expiring March 2020
Tim Annable; term expiring March 2020
Jerry Bushelman; alternate term expiring March 2020

Windsor Housing Authority

Nancy Salazar; term expiring March 2021

Relationship to Strategic Plan:

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

Recommendation:

Staff recommends the appointments as noted.

Attachments:

Applications of individuals recommended for appointment.



Rec'd 2/11/16

Application for Appointment to the Downtown Development Authority (DDA) Board

To be considered a candidate, please complete this application and return it to Patti Garcia, Town Clerk, Town of Windsor, 301 Walnut Street, Windsor, CO 80550 or email it to pgarcia@windsorgov.com. The Windsor Town Board will make appointments through an evaluation process which could include an interview.

The Windsor Downtown Development Authority Board is the governing body for the DDA and is appointed by the Windsor Town Board. It is the mission of the Windsor DDA to create a prosperous, vibrant, energetic, and clean town center, by marketing downtown opportunities, retaining and expanding current business opportunities, preserving downtown charm, and enhancing physical appearance and amenities through partnerships with the community and stakeholders

Qualifications: Each member (except for the Town Board representative) must reside, be a business lessee or own real property in the DDA district. An officer or director of a corporation having its place of business in the district is eligible to apply. The DDA district map is included with this application.

Name: Cristin Peratt
Address: 7230 Spanish Bay Drive
Day Phone: 970-214-5682 Night Phone: 970-214-5682
E-Mail Address: cperatt@mywindsornow.com
Current Occupation: Sales/Marketing Employer: Windsor Now/Swift Communications

Please list your work experience, community involvement and other interests which apply to the DDA Board (please include your personal history or involvement in downtown Windsor:
I have worked for the Tribune/Windsor Now since 2004 and have worked with a number of DDA businesses helping with their marketing. I have recently returned to working with Windsor accounts after a few years working with national accounts and FC/Loveland. My husband and I also own a building in the DDA area at 4th and Main.

Briefly describe the reasons for your interest in serving on this Board:
Working downtown and owning a business downtown, I would like to see it become the best it can. There is so much potential and I'd love to be a part of helping it get to the next level.

In the space below or on a separate attachment, please list your vision for the future of the Windsor DDA area, and how you think the DDA Board could work towards these goals. How can you help this process?

My vision is very similar to the DDA mission. I'd also love to see more breakfast/lunch restaurants and unique shops to attract Windsor and surrounding area residents. I think I can be instrumental in this process because I work with most of the businesses in the DDA area and have weekly contact with them. I would like to try to get more of them involved in making the DDA more attractive to visitors.



Application for Appointment to the Downtown Development Authority (DDA) Board

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The Windsor Downtown Development Authority Board is the governing body for the DDA and is appointed by the Windsor Town Board. The DDA Board will approve a Plan of Development, the Authority's annual budget and will undertake approved improvements to property within the District.

Qualifications: Each member (except for the Town Board representative) must reside, be a business lessee or own real property in the DDA district. An officer or director of a corporation having its place of business in the district is eligible to apply. The DDA district map is included on the back of the application.

Name: Sean Pike
Address: 500 Main Street
Day Phone: 970-227-2838 Night Phone: SAME
E-Mail Address: pikesautocare@msn.com
Current Occupation: owner Employer: Pikes Auto Care

Please list your work experience, community involvement and other interests which apply to the DDA Board (please include your personal history or involvement in downtown Windsor:

I'm currently on the DDA Board + Have a business in the DDA

Briefly describe the reasons for your interest in serving on this Board:

To help assist with items currently being reviewed by DDA

Please note the term of office that you are interested in:

- 4-year term 3-year term 2-year term 1-year term

I affirm that I meet the qualifications listed to serve on the DDA Board for which I am applying, and qualify as:

- A resident within the DDA district
 A business lessee within the DDA district
 An owner of real property within the DDA district
 An officer/director of a corporation within the DDA district

Signature: [Signature] Date: 2-1-16



Rec'd 1/12/16
1/29/16 6:30pm

Advisory Board/Commission Application

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

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

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

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

Name of Board or Commission: Water & Sewer Board

Name: Carlos Medina

Address: 1537 Reynolds Dr. Windsor, CO 80550

Day Phone: 402-902-9835 Night Phone: 402-902-9835

E-Mail Address: cimedina1981@gmail.com

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

Current Occupation: Civil Engineer Employer: Olsson Associates

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

Why do you want to become a member of this particular board or commission?
To help my community make responsible decisions in regard to water and sewer

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

1) Water Supply - Making responsible and informed decisions on what we can do to maintain on the city's current water portfolio while keeping the public informed

2) Maintaining a quality affluent discharge from the wastewater treatment system - Forward thinking and budgetary planning for necessary treatment upgrades while keeping the public informed

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

CO Professional Engineering license, 10 years experience working in the water/
wastewater field

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

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

Comments:

If not appointed at this time, would you be interested in serving on any other advisory boards or commissions at the Town of Windsor? If so, please list any preferences: Yes. Future openings on Water & Sewer Board

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

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

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

Signature: Carlos Medina

Date: 1/11/2016



Rec'd 2/18/16
See attached
email

Advisory Board/Commission Application

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

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

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

Name of Board or Commission: Planning Commission

Name: Gale Schick

Address: 706 Parkview Mtn Dr

Day Phone: 970-222-5479 Night Phone: same

E-Mail Address: galeschick@msn.com

How long have you been a resident in Windsor? 42 years

Current Occupation: Realtor Employer: Self

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)?
Planning Commission, Parks and Rec Board, Board of Adjustments

Why do you want to become a member of this particular board or commission? To continue to be involved in Windsor's growth.

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

1) Completion of Windsor's updated Comprehensive Plan.

2) To work with companies that are relocating to the east side Heavy Industrial area to develop alternate truck routes that do not go through downtown Windsor.

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

Twenty-nine years on the Windsor Planning Commission as well as being Chairman of the Commission since 2002.

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

None

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

Comments: I've been to 29 years of Planning Commission meetings.

If not appointed at this time, would you be interested in serving on any other advisory boards or commissions at the Town of Windsor? If so, please list any preferences: None

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

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

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

Signature: Gale Schick

Date: February 18, 2016

Rec'd 11/19/15



Advisory Board/Commission Application

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

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

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

Name of Board or Commission: Planning Commission

Name: Tim Annable

Address: 1582 Edenbridge

Day Phone: 970-673-7744 Night Phone: _____

E-Mail Address: tim@timannable.com

How long have you been a resident in Windsor? 1.5 years

Current Occupation: CEO Employer: Encompass Medical Partners

Do you currently serve, or have you served previously, on a board or commission? If so, which one(s)?
I served on the Greeley planning commission as well as several non-profit boards.

Why do you want to become a member of this particular board or commission? _____
I feel a duty to be an active participant in community and have skills commensurate with this opening.

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

1) Understanding and fulfilling the commission's role within the bounds of authority manage growth. Windsor has a unique culture that the commission's decisions will affect. Balancing these effects alongside economic health of the community requires commissioners consider issues with discernment.

2) Understanding and fulfilling the commission's role within the bounds of authority granted to it by town, county, or state law is a challenge. In many decisions the commission's role is to merely validate a proposal's compliance with regulation with limited subjective authority. Becoming well versed in regulation and law is a core responsibility of a commissioner.

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

I have served on the Greeley planning commission and am familiar with the duties and responsibilities of a commissioner. I have

also served on multiple HOA boards as well as non-profit boards. Professionally I frequently run board meetings for my company.

I also run a real estate investment company (with no intent to have holding in Windsor).

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

While I do own several investment properties, none are in the town of Windsor and I do not intend to expand into Windsor.

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

Comments:

I have not attended Windsor's meetings, but served years on Greeley's planning commission.

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

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

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

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

Signature:



Digitally signed by Tim Annable
DN: cn=Tim Annable, o=ou,email=tannable@encompassmedical.com, c=US
Date: 2015.11.19 09:01:51 -0700'

Date:



Rec'd 2/16/16
~

Advisory Board/Commission Application

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

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

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

Name of Board or Commission: Windsor Housing Authority

Name: Nancy Salazar

Address: 400 Baja Drive Windsor CO 80550

Day Phone: 970-302-2913 Night Phone: 970-302-2913

E-Mail Address: salazanj@hotmail.com

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

Current Occupation: Manager Employer: City of Evans

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

Why do you want to become a member of this particular board or commission? I want to serve the Windsor residents by acting as a bridge between our community and the town government. I want to raise awareness on the important community issues.

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

1) The first issue is the fast increasing population growth. The board can address this issue by ensuring that the housing in Windsor remains affordable and that we obtain opportunities for families of various income levels.

2) The second issue is the need to continue building relationships with local, state and federal governments. I believe the board can continue to expand their relationships by seeking additional opportunities and programs such as grants, human services and non-profit organizations.

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

I have a Master's Degree in Adult Education, Development and Training. I worked for Human Services at the State and County level for over 10

years. I have a passion to help people and have worked with many people from different worlds, ages, races, genders and religions. I currently

work for the City of Evans as the Support and Flood & Recovery Manager.

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

I am not involved in any activities professional or personally that would create a conflict of interest in this assignment.

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

Comments: I recently moved to the Town of Windsor on October 26, 2015.

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

commissions at the Town of Windsor? If so, please list any preferences: Yes - I would like to serve however needed.

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

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

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

Signature: Nancy Suleja

Date: 2/16/16

Report of Bills
February 2016



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				
75774	AFLAC	JANUARY 2016 EMPLOYEE DEDUCTIONS	02/05/2016	1,018.04
75832	AFLAC	EMPLOYEE CONTRIBUTIONS	02/12/2016	1,018.04
75969	AFLAC	EMPLOYEE PAYROLL DEDUCTS	02/26/2016	1,018.04
75950	ALPINE LUMBER COMPANY	SALES TAX REFUND	02/19/2016	1,291.22
75948	BEHRENS & ASSOCIATES, INC.	SALES TAX REFUND	02/19/2016	5,263.16
75913	CITY OF GREELEY	4TH QTR 2016 SOUTHGATE BUS PK IGA	02/19/2016	27,470.19
75930	COLORADO DEPARTMENT OF REVENUE	SALES TAX PAYABLE	02/19/2016	131.00
75839	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	02/12/2016	296.57
75840	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	02/12/2016	276.92
75978	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	02/26/2016	276.92
75979	FAMILY SUPPORT REGISTRY	WAGE ASSIGNMENT	02/26/2016	296.57
75972	LARIMER COUNTY SALES AND USE TAX	JAN 2016 USE TAX COLLECTIONS	02/26/2016	9,945.12
75949	LEE WRIGHT, INC.	SALES TAX REFUND	02/19/2016	17.39
75859	SAFEBUILT INC.	JANUARY 2016 REIMBURSEMENT	02/12/2016	65,509.87
75805	STANDARD INSURANCE COMPANY	EMPLOYER PAID LONG/SHORT TERM DISABILITY	02/05/2016	3,692.89
75838	UNITED WAY OF WELD COUNTY	EMPLOYEE DONATION	02/12/2016	15.00
75977	UNITED WAY OF WELD COUNTY	EMPLOYEE DONATION	02/26/2016	15.00
75830	VISION SERVICE PLAN	EMPLOYER'S SHARE OF VISION FEB 2016	02/12/2016	2,117.95
75968	VISION SERVICE PLAN	VISION SVCS MAR 2016	02/26/2016	2,122.32
75891	WELD COUNTY DRUG TASK FORCE	MUNICIPAL COURT COLLECTIONS JAN 2016	02/19/2016	1,057.00
75975	WINDSOR-SEVERANCE FIRE PROTECT	FIRE DEPT BLDG PERMIT FEE COLLECTION REIMB JAN2016	02/26/2016	8,800.00
Total for Department: 000 NO PROJECT C				131,649.21
Department: 410 TOWN CLERK/CUSTOMER SERVI				
75833	CAMCA	DUES	02/12/2016	20.00
75923	CARD SERVICES	CLERK-CREDIT CARD TAPE	02/19/2016	2,153.13
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	12.32
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	602.76
75766	COREN PRINTING, INC.	office supplies	02/05/2016	36.09
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	25.92
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	25.92
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	45.98
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	24.03
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	150.00
75910	SHRED-IT USA	DOC SHREDDING	02/19/2016	159.75
75793	THE GREELEY TRIBUNE	LLA PUBLIC HEARING- DDA	02/05/2016	61.00
75917	THE GREELEY TRIBUNE	Ord 2015-1516 2nd	02/19/2016	36.50
Total for Department: 410 TOWN CLERK/				3,353.40

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 411 MAYOR & TOWN BOARD				
75923	CARD SERVICES	MAYOR-COFFEE W/MAYOR	02/19/2016	1,644.71
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	23.72
75992	CITY OF FORT COLLINS, CO	IGA MTG W/FT COLLINS CATERING	02/26/2016	228.00
75766	COREN PRINTING, INC.	INVITATION CARDSTOCK	02/05/2016	9.30
75947	HUMPHRIES POLI ARCHITECTS, P.C.	LIBRARY FEASIBILITY STUDY	02/19/2016	3,208.33
Total for Department: 411 MAYOR & TOW				5,114.06
Department: 412 MUNICIPAL COURT				
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	6.14
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	100.00
Total for Department: 412 MUNICIPAL CC				106.14
Department: 413 TOWN MANAGER				
75923	CARD SERVICES	CLERK- CML CONF LODGING RESV	02/19/2016	379.21
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	5.22
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	419.20
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	9.72
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	9.72
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	8.49
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	10.63
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	50.00
75860	ROBERT WINTER	PRIDE AWARD TIER 1 JAN 2016	02/12/2016	25.00
Total for Department: 413 TOWN MANAC				917.19
Department: 415 FINANCE				
75923	CARD SERVICES	FIN-CGFOA DUES	02/19/2016	90.00
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	24.40
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	571.66
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	16.20
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	16.20
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	414.70
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	17.23
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	1,000.00
75905	REVENUE RECOVERY GROUP, INC	AUDIT SERVICES	02/19/2016	425.00
Total for Department: 415 FINANCE				2,575.39
Department: 416 HUMAN RESOURCES				
75863	BANNER OCCUPATIONAL HEALTH SER	YEARLY BIOMETRIC SCREENINGS	02/12/2016	3,256.00
75919	BIZLIBRARY	BIZ LIBRARY 2016 TRAINING	02/19/2016	5,067.00
75923	CARD SERVICES	HR-EXECUTIVE FORUM WKBKS	02/19/2016	3,553.81
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	10.19
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	298.57
75907	HIRERIGHT SOLUTIONS INC	JAN 2016 BACKGROUND CHECKS	02/19/2016	2,207.44
75851	KING SOOPERS	BIOMETRICS BREAKFAST SUPPLIES	02/12/2016	107.84
75886	LIL FLOWER SHOP	EMPLOYEE RELATIONS	02/19/2016	77.95
75988	MARY CARSON-ROBINS	MILEAGE REIMB FOR TRAVEL TO TRAININGS	02/26/2016	142.78
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	6.48

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	9.72
75853	MOUNTAIN STATES EMPLOYERS COUNCIL	MSEC MEMBERSHIP	02/12/2016	5,200.00
76000	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST	BLOOD TEST	02/26/2016	44.00
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	8.49
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	9.69
75980	UNIVERSITY OF COLORADO HEALTH	DRUG SCREENS/PHYSICALS	02/26/2016	276.00
75821	VERIZON WIRELESS SERVICES LLC	CELLULAR TELEPHONE SVC	02/12/2016	36.22
75916	THE GREELEY TRIBUNE	HR EMPLOYMENT ADS	02/19/2016	606.00

Total for Department: 416 HUMAN RESOL 20,918.18

Department: 418 LEGAL SERVICES

75923	CARD SERVICES	LEGAL-CO ATTORNEY REGISTRATION (2)	02/19/2016	1,529.30
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	8.98
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	348.07
76012	GAST JOHNSON & MUFFLY, PC	LEGAL SVCS-RAINdance 2015	02/26/2016	2,718.00
75924	LAWRENCE JONES CUSTER GRASMICK	LEGAL SVCS	02/19/2016	2,862.00
75927	LIND AND OTTENHOFF, LLP	OIL & GAS LEGAL COUNSEL	02/19/2016	189.25
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	6.48
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	6.48
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	5.66
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	3.79
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	50.00
75873	SPENCER FANE AND GRIMSHAW LLP	BLDG AUTHORITY LEGAL SVCS	02/12/2016	549.50
75933	WEST PUBLISHING CORPORATION	WESTLAW SUBSCRIPTION JAN 2016	02/19/2016	720.35
75816	ALAN BERRYMAN	COMMISSIONER FEE CASE NO. 15CV030610	02/05/2016	125.00
75817	FRED OTIS	COMMISSIONER FEE CASE NO. 15CV030610	02/05/2016	125.00
75818	JOLENE BLAIR	COMMISSIONER FEE CASE NO. 15CV030610	02/05/2016	125.00

Total for Department: 418 LEGAL SERVIC 9,372.86

Department: 419 PLANNING & ZONING

75820	AMERICAN PLANNING ASSOCIATION	AICP DUES	02/12/2016	559.00
75923	CARD SERVICES	PLAN -SAVING PLACES CONF REG	02/19/2016	720.33
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	23.88
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	620.24
75944	JEAN ZUCKWEILER	MILEAGE/PARKING REIMB CONF DENVER PLANNING COMM	02/19/2016	137.06
75835	MAIL N COPY	FOAM CORE BOARD	02/12/2016	90.00
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	16.20
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	16.20
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	14.15
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	45.53
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	100.00

Total for Department: 419 PLANNING & Z 2,342.59

Department: 420 ECONOMIC DEVELOPMENT

75923	CARD SERVICES	ECON-MTG MEALS	02/19/2016	276.11
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	20.88
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	211.65
75804	ECONOMIC DEVELOPMENT COUNCIL O	2016 EDCC ANNUAL MEMBERSHIP	02/05/2016	250.00
75798	INTERNATIONAL COUNCIL OF SHOPPING CENTERS	2016 MEMBERSHIP DUES	02/05/2016	100.00
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	6.48

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	6.48
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	139.33
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	-3.61
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	50.00

Total for Department: 420 ECONOMIC DE 1,057.32

Department: 421 POLICE DEPARTMENT

75929	A.L.E.R.T./S.A.M.	2016 MEMBERSHIP	02/19/2016	80.00
75813	AGGIE ENVIRONMENTAL SERVICES, INC	SNOW REMOVAL/16-00983	02/05/2016	104.00
75937	AGGIE ENVIRONMENTAL SERVICES, INC	SNOW REMOVAL/16-01663	02/19/2016	240.00
75895	BUNTING DISPOSAL, INC.	TRASH SVC FEB 2016	02/19/2016	32.50
75923	CARD SERVICES	PD-HANDGUN REPAIR	02/19/2016	758.20
75928	CCNC, INC.	MEMBERSHIP FEE FOR 2016	02/19/2016	100.00
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	32.70
75770	CENTURYLINK	INTERNET SVC	02/05/2016	300.28
75765	CHEMATOX LABORATORY INC	ALCOHOL/DRUG SCREEN/CONFIRM/15-15690	02/05/2016	470.00
75885	CHEMATOX LABORATORY INC	BLOOD ALCOHOL TEST/#16-00768	02/19/2016	20.00
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	53,670.59
76003	COLORADO HEALTH MEDICAL GROUP	FMLA REQUIRED PAPERWORK FEE	02/26/2016	40.00
75807	EVIDENT, INC	EVIDENCE LABELS/FINGERPRINT TAPE/BAGS	02/05/2016	227.06
75912	GARDEN VALLEY VET HOSPITAL	EXAM/EUTHANASIA/BIO FEE/16-01886	02/19/2016	729.51
75808	INTERSTATE ALL BATTERY OF FT C	CR123A/QTY 8/CR2032/QTY 8	02/05/2016	208.22
75792	KINSCO, LLC	SHIRTS/T-SHIRTS/T LAW	02/05/2016	81.98
75915	KINSCO, LLC	5 IN 1 JACKET/R COOK	02/19/2016	249.99
75835	MAIL N COPY	POSTAGE	02/12/2016	11.00
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	90.72
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	87.48
75909	NEVE'S UNIFORMS, INC.	SHIPPING/HANDLING GUN SENT FOR REPAIR	02/19/2016	25.00
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	210.57
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	228.66
75772	PUBLIC AGENCY TRAINING COUNCIL	RESPONSE TO OFFICER INVOLVED/STANGER	02/05/2016	295.00
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	800.00
75941	STRAIGHT LINE EXCAVATION	SNOW REMOVAL/16-01504,16-01505,16-01506	02/19/2016	510.00
75821	VERIZON WIRELESS SERVICES LLC	CELLULAR TELEPHONE SVC	02/12/2016	1,040.34
75778	WIRELESS ADVANCED COMMUNICATIO	2016 SERVICE AGREEMENT	02/05/2016	5,952.00
75769	XCEL ENERGY	UTILITIES- PD	02/05/2016	2,606.39

Total for Department: 421 POLICE DEPAR 69,202.19

Department: 428 RECYCLING

75766	COREN PRINTING, INC.	BRUSH PERMITS-2016	02/05/2016	545.00
75775	SCOTT'S ELECTRIC AND BUCKET TRUCK SERVICE INC	RUN WIRE FOR TANK HEATERS @ RECYCLING CENTER	02/05/2016	996.66
75822	WASTE MANAGEMENT OF COLORADO	RECYCLE SITE PULLS	02/12/2016	1,022.40
75769	XCEL ENERGY	UTILITIES- RECYCLING SITE	02/05/2016	77.29

Total for Department: 428 RECYCLING 2,641.35

Department: 429 STREETS & ALLEYS

75923	CARD SERVICES	PW-LUNCH FOR SNOW PLOW TEAM	02/19/2016	87.98
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	10,334.79
75989	COLORADO ASPHALT SERVICES, INC	BAGS OF ASPHALT	02/26/2016	1,788.00
75766	COREN PRINTING, INC.	OFFICE SUPPLIES	02/05/2016	28.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75963	FORT COLLINS-LOVELAND WATER DISTRICT	WATER PURCHASED	02/26/2016	19.53
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	12.96
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	16.20
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	63.32
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	2.88
75831	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	02/12/2016	757.47
75893	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	02/19/2016	4,424.76
75767	VERIZON WIRELESS SERVICES LLC	UTILITIES- TOWN BILLBOARDS	02/05/2016	43.18
75826	XCEL ENERGY	UTILITIES-STREETS	02/12/2016	24,320.17

Total for Department: 429 STREETS & AL 41,899.24

Department: 430 PUBLIC WORKS DEPARTMENT

75858	AT AND T MOBILITY	PHONE SVC PW	02/12/2016	84.50
75895	BUNTING DISPOSAL, INC.	TRASH SVC FEB 2016	02/19/2016	48.75
75923	CARD SERVICES	PW-AWWA MEMBERSHIP	02/19/2016	510.00
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	13.40
75966	CENTURYLINK	INTERNET SVCS	02/26/2016	59.44
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	5,409.63
75766	COREN PRINTING, INC.	OFFICE SUPPLIES	02/05/2016	36.09
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	3.24
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	3.24
75897	OFFICE DEPOT	COFFE CUPS	02/19/2016	53.17
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	150.00
75894	SCOTT'S ELECTRIC AND BUCKET TRUCK SERVICE INC	SERVICE CALL @ FAB SHOP	02/19/2016	105.00
75821	VERIZON WIRELESS SERVICES LLC	CELLULAR TELEPHONE SVC	02/12/2016	450.07
75769	XCEL ENERGY	UTILITIES- PW	02/05/2016	2,048.73

Total for Department: 430 PUBLIC WORK 8,975.26

Department: 431 ENGINEERING DEPARTMENT

75923	CARD SERVICES	ENG-POUDRE RIVER FORUM REG	02/19/2016	50.00
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	17.23
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	2,140.82
75943	ELB ENGINEERING, LLC	WALNUT ST TRAFFIC EVAL STUDY	02/19/2016	2,190.00
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	19.44
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	19.44
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	45.45
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	17.79
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	150.00
75793	THE GREELEY TRIBUNE	LEGAL NOTICE	02/05/2016	93.00

Total for Department: 431 ENGINEERING 4,743.17

Department: 432 CEMETERY

75895	BUNTING DISPOSAL, INC.	TRASH SVC FEB 2016	02/19/2016	16.25
75923	CARD SERVICES	PARKS-GRAVE MARKER	02/19/2016	486.91
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	2,681.10
75783	COUNTRY JOHNS	RESTROOM SERVICE-DIAMOND VALLEY	02/05/2016	90.00
75829	JAX INC.	UNIFORMS	02/12/2016	66.28
75823	MANWEILER HARDWARE, INC	TAPE, STRING LINE, SCRAPER, MAGNETS, ETC.	02/12/2016	201.10
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	3.24
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	3.24

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75887	MOREY'S GLASS AND METALS INC	PLEXI GLASS	02/19/2016	135.00
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	1.51
75769	XCEL ENERGY	UTILITIES-CEMETERY	02/05/2016	705.15
Total for Department: 432 CEMETERY				4,389.78
Department: 433 COMMUNITY EVENTS				
75946	VARIANT STUDIOS, INC	EVENTS APPLICATION WEBSITE	02/19/2016	875.00
Total for Department: 433 COMMUNITY I				875.00
Department: 450 FORESTRY				
75923	CARD SERVICES	PARKS-PRO GREEN EXPO	02/19/2016	360.00
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	4,132.42
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	6.48
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	6.48
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	1.51
76007	PJ PRODUCTIONS, LLC	ARBOR DAY 5K MARKETING-FIRST HALF PYMT	02/26/2016	1,500.00
75981	RED WINGS SHOES	SHOE REPAIR	02/26/2016	118.05
Total for Department: 450 FORESTRY				6,124.94
Department: 451 RECREATION				
76008	4 IMPRINT, INC	SPORTS PACKET FOLDERS	02/26/2016	845.61
75987	BSN SPORTS INC	BATTING CAGE TURF- CHIMNEY PK	02/26/2016	5,887.98
75923	CARD SERVICES	CRC-REC ADS	02/19/2016	1,454.66
76011	CAROL HIRATA	EVENT PHOTOS	02/26/2016	300.00
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	38.10
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	15,473.14
75857	CITY OF GREELEY	SENIOR TRIP TO NAT'L WESTERN STOCKSHOW	02/12/2016	165.00
75861	COCA-COLA	TEEN NIGHT SUPPLIES	02/12/2016	468.00
75766	COREN PRINTING, INC.	OFFICE SUPPLIES	02/05/2016	36.09
76005	DANNI DANCE CORP	FEBRUARY DANCE CLASS	02/26/2016	465.50
75877	HUGO FLORES	DJ FOR TEEN NIGHT	02/12/2016	500.00
75871	KELLY D MOORE	WINTER CHEER AND TUMBLING	02/12/2016	9,075.50
75851	KING SOOPERS	SENIOR COFFEE CLUB	02/12/2016	293.95
75866	LONGMONT BASEBALL LEAGUE, INC.	LONGMONT BASEBALL LEAGUE TEAM REGISTRATIONS	02/12/2016	5,300.00
75835	MAIL N COPY	NUGGETS SKILLS CERTIFICATES AND TARGETS	02/12/2016	87.16
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	16.20
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	16.20
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	-155.99
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	134.42
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	750.00
75970	VICTORY SALES, INC	ADAPTIVE SHIRTS	02/26/2016	18,388.24
75974	WINDSOR HARDWARE, LLC	ROOM HEATERS	02/26/2016	108.46
75917	THE GREELEY TRIBUNE	CRC-BANDSHELL BID	02/19/2016	31.50
Total for Department: 451 RECREATION				59,679.72
Department: 452 AQUATICS/SWIMMING POOL				
75923	CARD SERVICES	CRC-SENIOR EVENT SUPPLIES	02/19/2016	3.99
75966	CENTURYLINK	INTERNET SVCS	02/26/2016	124.06

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	4,709.49
75826	XCEL ENERGY	UTILITIES-POOL	02/12/2016	417.91
Total for Department: 452 AQUATICS/SW				5,255.45

Department: 454 PARKS

75849	AQUA SIERRA, INC.	COMPRESSOR REPLACEMENT	02/12/2016	3,378.00
75996	BOMGAARS	UNIFORMS	02/26/2016	40.99
75895	BUNTING DISPOSAL, INC.	TRASH SVC FEB 2016	02/19/2016	630.50
75923	CARD SERVICES	PARKS-PRO GREEN EXPO/POUDRE RIVER FORUM	02/19/2016	6,421.73
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	9.27
75770	CENTURYLINK	INTERNET SVC	02/05/2016	36.48
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	13,811.41
75783	COUNTRY JOHNS	RESTROOM SERVICE-LAKEVIEW CEMETERY	02/05/2016	723.00
75803	FASTENAL COMPANY	PLAYGROUND SUPPLIES	02/05/2016	677.05
75963	FORT COLLINS-LOVELAND WATER DISTRICT	WATER PURCHASED	02/26/2016	54.24
75965	GRAINGER, INC.	STRAP-ON CLEATS	02/26/2016	236.00
75925	GREELEY LOCK AND KEY	INSTALL NEW SIMPLEX @ 630 ASH ST.	02/19/2016	683.70
75829	JAX INC.	UNIFORMS	02/12/2016	646.35
75911	JOHN MARTINEZ	UNIFORM REIMBURSEMENT	02/19/2016	120.00
75842	K AND W PRINTING, INC	DANGER STAY OFF ICE SIGNS	02/12/2016	240.00
75926	LOUDEN IRRIGATING CANAL AND RESERVOIR	WATER ASSESSMENT CHARGE	02/19/2016	200.00
75999	LOUDEN IRRIGATING CANAL AND RESERVOIR	WELL ASSESSMENT	02/26/2016	310.00
75823	MANWEILER HARDWARE, INC	JANUARY PARK CHARGES	02/12/2016	115.19
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	19.44
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	19.44
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	21.87
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	7.41
75872	POUDRE HEIGHTS MASTER HOA	WATER DIST CHG	02/12/2016	6,208.17
75893	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	02/19/2016	39.28
75908	QUALITY DOOR, INC	REPLACE ROLLUP COUNTER DOOR	02/19/2016	2,175.00
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	200.00
76009	ROOT HOUSE STUDIO	LANDSCAPE ARCHITECTURE SERVICES	02/26/2016	11,855.37
75974	WINDSOR HARDWARE, LLC	TAPE RULER	02/26/2016	185.84
75777	WINDSOR-SEVERANCE FIRE PROTECT	TOWN'S PORTION OF FIRE MUSEUM UTILITY JAN 2016	02/05/2016	42.37
75888	XCEL ENERGY	UTILITIES-PARKS	02/19/2016	6,286.06
Total for Department: 454 PARKS				55,394.16

Department: 455 SAFETY/LOSS CONTROL

75982	HEARTSMART, INC.	CPR/FIRST AID CLASS SUPPLIES	02/26/2016	384.95
Total for Department: 455 SAFETY/LOSS CONTROL				384.95

Department: 456 ART & HERITAGE

75923	CARD SERVICES	AHC-MPMA BD MTG AIRFARE/JAMBOREE ENTRY FEE	02/19/2016	418.72
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	4.47
75770	CENTURYLINK	INTERNET SVC	02/05/2016	51.21
75966	CENTURYLINK	INTERNET SVCS	02/26/2016	199.97
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	210.37
75766	COREN PRINTING, INC.	OFFICE SUPPLIES	02/05/2016	72.19
75786	KING SOOPERS	MUSEUM OPENING SNACKS	02/05/2016	66.98
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	9.72

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	9.72
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	5.66
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	76.23
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	50.00
75888	XCEL ENERGY	UTILITIES-MUSEUM	02/19/2016	883.76
Total for Department: 456 ART & HERITA				2,059.00
Department: 457 TOWN HALL				
75895	BUNTING DISPOSAL, INC.	TRASH SVC FEB 2016	02/19/2016	21.50
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	32.77
75770	CENTURYLINK	INTERNET SVC	02/05/2016	131.38
75827	CENTURYLINK	UTILITIES TH	02/12/2016	630.40
75966	CENTURYLINK	INTERNET SVCS	02/26/2016	64.44
75888	XCEL ENERGY	UTILITIES-TOWN HALL	02/19/2016	2,619.62
Total for Department: 457 TOWN HALL				3,500.11
Total for Fund:01 GENERAL FUND				442,530.66
Fund: 02 PARK IMPROVEMENT FUND				
Department: 454 PARKS				
75993	CITY OF GREELEY	TRAIL MANAGER SHARE-2016	02/26/2016	9,000.00
75864	MCCAULEY CONSTRUCTORS, INC	COYOTE GULCH PK	02/12/2016	19,063.95
Total for Department: 454 PARKS				28,063.95
Total for Fund:02 PARK IMPROVEMENT				28,063.95
Fund: 03 CONSERVATION TRUST FUND				
Department: 454 PARKS				
75993	CITY OF GREELEY	TRAIL MANAGER SHARE-2016	02/26/2016	9,000.00
Total for Department: 454 PARKS				9,000.00
Total for Fund:03 CONSERVATION TRUST				9,000.00
Fund: 04 CAPITAL IMPROVEMENT FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75950	ALPINE LUMBER COMPANY	SALES TAX REFUND	02/19/2016	860.81
75948	BEHRENS & ASSOCIATES, INC.	SALES TAX REFUND	02/19/2016	3,508.77
75949	LEE WRIGHT, INC.	SALES TAX REFUND	02/19/2016	11.59
Total for Department: 000 NO PROJECT C				4,381.17
Department: 429 STREETS & ALLEYS				
75939	CTC, INC.	QUIET ZONE CONSTRUCTION	02/19/2016	296,399.40
75900	FELSBURG HOLT AND ULLEVIG, INC	PLANNING/ADMIN QUIET ZONE	02/19/2016	2,543.19

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75991	INTERWEST CONSULTING GROUP INC	EASTMAN PK/7TH ST RDNBT DESIGN	02/26/2016	6,624.50
75876	TST, INC CONSULTING ENGINEERS	NEW LIBERTY RD DESIGN	02/12/2016	34,093.80
75880	WALSH CONSTRUCTION, INC	TRAFFIC CONTROL INSP QUIET ZONE	02/12/2016	6,400.00
Total for Department: 429 STREETS & AL				346,060.89
Department: 430 PUBLIC WORKS DEPARTMENT				
75938	INFUSION ARCHITECTS	PUBLIC WORKS FACILITY PROJECT MGMT	02/19/2016	9,675.00
75936	WILLIAM T. WELCH COMPANY, LLC	PUBLIC WKS FACILITY PROJECT DEV	02/19/2016	1,540.00
Total for Department: 430 PUBLIC WORK				11,215.00
Department: 431 ENGINEERING DEPARTMENT				
75971	OFFICESCAPES	CUBICLE INSTALL IN ENGINEERING	02/26/2016	6,683.25
Total for Department: 431 ENGINEERING				6,683.25
Department: 454 PARKS				
75879	THK ASSOCIATES, INC	EASTMAN PARK SOUTH MASTER PLAN	02/12/2016	4,857.50
75903	GREENPLAY, LLC	MASTER PLAN UPDATE	02/19/2016	4,925.00
Total for Department: 454 PARKS				9,782.50
Department: 497 FACILITY MAINTENANCE				
75945	BOYER & SEELEY, INC	REPLACE WELLPUMP	02/19/2016	5,166.10
Total for Department: 497 FACILITY MAI				5,166.10
Total for Fund:04 CAPITAL IMPROVEME				383,288.91
Fund: 05 COMMUNITY & REC CENTER FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75950	ALPINE LUMBER COMPANY	SALES TAX REFUND	02/19/2016	143.47
75948	BEHRENS & ASSOCIATES, INC.	SALES TAX REFUND	02/19/2016	584.80
75949	LEE WRIGHT, INC.	SALES TAX REFUND	02/19/2016	1.93
Total for Department: 000 NO PROJECT C				730.20
Department: 490 COMMUNITY RECREATION CENT				
75895	BUNTING DISPOSAL, INC.	TRASH SVC FEB 2016	02/19/2016	113.75
75923	CARD SERVICES	CRC-OFFICE SUPPLIES	02/19/2016	1,302.35
75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	0.57
75827	CENTURYLINK	UTILITIES TH	02/12/2016	630.40
75966	CENTURYLINK	INTERNET SVCS	02/26/2016	497.69
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	6,942.94
75766	COREN PRINTING, INC.	OFFICE SUPPLIES	02/05/2016	72.18
75835	MAIL N COPY	CARD ENVELOPES	02/12/2016	7.50
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	22.68
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	22.68

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	600.00
75921	UMB BANK, N.A.	BOND PYMT FEE- ADMIN FEES	02/19/2016	200.00
75821	VERIZON WIRELESS SERVICES LLC	CELLULAR TELEPHONE SVC	02/12/2016	29.23
75826	XCEL ENERGY	UTILITIES-CRC BLDG	02/12/2016	7,769.54

Total for Department: 490 COMMUNITY I 18,211.51

Total for Fund:05 COMMUNITY & REC C 18,941.71

Fund: 06 WATER FUND

Department: 000 NO PROJECT CODE ASSIGNED

75952	CB Signature Homes	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	80.42
75959	Christopher & Kimberly Martin	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	82.13
75958	Donna Lebsack	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	91.66
75951	DR Horton	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	1.32
75795	GERRARD EXCAVATING, INC.	REFUND FOR RENTAL DEPOSIT	02/05/2016	2,100.00
75961	Glen & Diane Gravatt	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	121.33
75956	Harbor Walk Patio Homes	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	39.40
75932	MELODY HOMES INC	RE-ISSUE OF UNCLAIMED CHECK	02/19/2016	71.99
75953	Michael & Kami McWilliams	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	5.28

Total for Department: 000 NO PROJECT C 2,593.53

Department: 471 WATER

75906	CENTURY LINK	LONG DISTANCE TELEPHONE SVC	02/19/2016	1.14
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	3,206.68
75828	CITY OF GREELEY WATER DEPARTMENT	WATER PURCHASED	02/12/2016	1,597.12
75889	CITY OF GREELEY WATER DEPARTMENT	WATER PURCHASED	02/19/2016	635.83
75766	COREN PRINTING, INC.	OFFICE SUPPLIES	02/05/2016	36.09
75791	DATAPRINT SERVICES, LLC	ENVELOPES	02/05/2016	549.26
75986	DATAPRINT SERVICES, LLC	POSTAGE	02/26/2016	1,540.73
75963	FORT COLLINS-LOVELAND WATER DISTRICT	WATER PURCHASED	02/26/2016	29,813.97
75835	MAIL N COPY	MAILING OUT WATER SAMPLES	02/12/2016	13.17
75823	MANWEILER HARDWARE, INC	TAPCONS	02/12/2016	11.69
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	9.72
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	9.72
75964	NORTH Poudre IRRIGATION CO	2016 WATER ASSESSMENT	02/26/2016	81,750.00
75825	NORTH WELD COUNTY WATER DISTRICT	WATER PURCHASED	02/12/2016	61,168.22
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	4.32
75831	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	02/12/2016	31.24
75893	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	02/19/2016	31.98
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	600.00
75998	SANDY LAWSON S&M WATER CONSULTANTS	CALIBRATE GAUGE	02/26/2016	87.00
75990	SGS ACCUTEST, INC.	WATER SAMPLES	02/26/2016	873.50
75773	UTILITY NOTIFICATION CENTER OF COLORADO	LOCATE TRANSMISSIONS	02/05/2016	607.75
75793	THE GREELEY TRIBUNE	WATER EFFICIENCY UPDATE	02/05/2016	14.50

Total for Department: 471 WATER 182,593.63

Department: 484 NON-POTABLE

75856	CLEAR WATER SOLUTIONS INC	WINDSOR NEW CACHE 15-200	02/12/2016	15,931.29
75984	NEW CACHE LA Poudre IRRIGATING	ASSESSMENT FEES	02/26/2016	125.42

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75825	NORTH WELD COUNTY WATER DISTRICT	TRANSFERRED WATER	02/12/2016	18.00
75883	WENCK ASSOCIATES, INC	KYGER RESV PUMP STN DESIGN	02/12/2016	29,915.60
75826	XCEL ENERGY	UTILITIES-KERN	02/12/2016	60.69
Total for Department: 484 NON-POTABLE				46,051.00
Total for Fund:06 WATER FUND				231,238.16
Fund: 07 SEWER FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75932	MELODY HOMES INC	RE-ISSUE OF UNCLAIMED CHECK	02/19/2016	80.00
Total for Department: 000 NO PROJECT C				80.00
Department: 481 SEWER SYSTEM				
75785	AAA AUTO PARTS NAPA WINDSOR	RAGS & GLOVES	02/05/2016	48.64
75996	BOMGAARS	UNIFORMS	02/26/2016	94.97
75770	CENTURYLINK	INTERNET SVC	02/05/2016	197.02
75966	CENTURYLINK	INTERNET SVCS	02/26/2016	49.30
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	2,489.62
75791	DATAPRINT SERVICES, LLC	POSTAGE	02/05/2016	2,534.10
75986	DATAPRINT SERVICES, LLC	POSTAGE	02/26/2016	1,540.73
75976	HOME DEPOT USA, INC	2 GAL. COMPRESSOR	02/26/2016	59.00
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	3.24
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	3.24
75831	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	02/12/2016	45.98
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	150.00
75775	SCOTT'S ELECTRIC AND BUCKET TRUCK SERVICE INC	SERVICE CALL @ LS #8	02/05/2016	262.50
75902	SPORTSMAN'S WAREHOUSE, INC	UNIFORMS	02/19/2016	109.99
75821	VERIZON WIRELESS SERVICES LLC	CELLULAR TELEPHONE SVC	02/12/2016	200.05
75826	XCEL ENERGY	UTILITIES-WATER/SEWER	02/12/2016	604.06
Total for Department: 481 SEWER SYSTE				8,392.44
Department: 482 DISPOSAL PLANT				
75785	AAA AUTO PARTS NAPA WINDSOR	GREASE GUN	02/05/2016	13.99
75781	BATTERIES PLUS	2.4V NIMH BATTERY	02/05/2016	29.14
75895	BUNTING DISPOSAL, INC.	TRASH SVC FEB 2016	02/19/2016	34.84
75923	CARD SERVICES	UNIFORMS	02/19/2016	93.50
75770	CENTURYLINK	INTERNET SVC	02/05/2016	196.09
75966	CENTURYLINK	INTERNET SVCS	02/26/2016	61.42
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	2,739.24
75779	COLORADO ANALYTICAL LABORATORY	LAB TEST	02/05/2016	310.00
75837	COLORADO ANALYTICAL LABORATORY	LAB TEST	02/12/2016	224.00
76004	DENVER INDUSTRIAL PUMPS INC	PUMP SEAL	02/26/2016	2,398.65
75799	EARTH ENGINEERING CONSULTANTS,	NUTRIENT REMOVAL UPGRADES	02/05/2016	1,245.75
75865	EARTH ENGINEERING CONSULTANTS,	NUTRIENT REMOVAL UPGRADES	02/12/2016	1,571.50
75994	EARTH ENGINEERING CONSULTANTS,	CONSTRUCTION OBSERVATION & TESTING	02/26/2016	442.50
75940	INTEGRATED WATER SERVICES, INC.	WWTP NUTRIENT UPGRADES	02/19/2016	87,228.80
75823	MANWEILER HARDWARE, INC	MASTER LOCK, PLUG & CORD END	02/12/2016	33.07
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	6.48
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	6.48

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75831	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	02/12/2016	415.98
75893	POUDRE VALLEY RURAL ELECTRIC ASSOCIATION	UTILITIES	02/19/2016	19,365.11
75967	SEACREST GROUP	LAB TEST	02/26/2016	1,650.00
75852	TEAM PETROLEUM	OIL	02/12/2016	367.21
75974	WINDSOR HARDWARE, LLC	HARDWARE	02/26/2016	21.24
Total for Department: 482 DISPOSAL PLA				118,454.99
Total for Fund:07 SEWER FUND				126,927.43
Fund: 08 STORM DRAIN FUND				
Department: 000 NO PROJECT CODE ASSIGNED				
75954	Abcco Builders	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	0.79
75960	Haven Builders, Inc.	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	4.28
75932	MELODY HOMES INC	RE-ISSUE OF UMCLAIMED CHECK	02/19/2016	11.00
75957	Regina Brown	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	17.13
75955	Robert & Christina Frei	UTILITY SERVICE/ACCOUNT CLOSING REFUND OF BALANCE	02/19/2016	3.32
Total for Department: 000 NO PROJECT C				36.52
Department: 483 STORM DRAINAGE SYSTEM				
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	407.48
75791	DATAPRINT SERVICES, LLC	POSTAGE	02/05/2016	1,541.70
75986	DATAPRINT SERVICES, LLC	POSTAGE	02/26/2016	1,540.70
75881	WALSH CONSTRUCTION, INC	JOHN LAW PDM CONSTR	02/12/2016	322,893.74
75814	WELD COUNTY DISTRICT COURT	WEST TRIBUTARY LAW BASIN CHANNEL CASE NO. 15CV030610	02/05/2016	2,500.00
Total for Department: 483 STORM DRAIN				328,883.62
Total for Fund:08 STORM DRAIN FUND				328,920.14
Fund: 10 FLEET MANAGEMENT FUND				
Department: 491 FLEET MANAGEMENT				
75812	A-1 BASE, INC	DIRECTIONAL LED AMBER BULB	02/05/2016	125.94
75785	AAA AUTO PARTS NAPA WINDSOR	WIRE FOR SHOP	02/05/2016	468.32
75806	AGFINITY, INCORPORATED	FUEL FOR FLEET	02/05/2016	8,948.75
75834	B AND G EQUIPMENT, INC	BLOCK HEATER	02/12/2016	637.59
75882	BOB'S CAR WASH	CAR WASH TOKENS	02/12/2016	124.87
75996	BOMGAARS	UNIFORMS	02/26/2016	134.95
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	3,348.71
75811	COMPLETE WIRELESS TECHNOLOGIES	PURCHASE 2 RADIOS	02/05/2016	1,169.00
75874	DEAN A PENDLETON	PLIERS SET	02/12/2016	99.99
76002	DEAN A PENDLETON	BOLT CUTTER	02/26/2016	135.00
75800	EATON SALES AND SERVICE, LLC	BULK OIL TANK	02/05/2016	4,043.06
75803	FASTENAL COMPANY	HARDWARE	02/05/2016	125.91
75854	HENSLEY BATTERY LLC	BATTERY	02/12/2016	97.65
75973	KENZ AND LESLIE DISTRIBUTING	ADDITIVES FOR FLEET	02/26/2016	590.40
75850	KIMBALL MIDWEST	JUMP START	02/12/2016	135.16
75892	LAWSON PRODUCTS, INC.	SHOP SUPPLIES	02/19/2016	383.07
75780	MAC EQUIPMENT INC.	SNOW BLADES FOR BOSS PLOWS	02/05/2016	1,610.18
75841	MAC EQUIPMENT INC.	SVC ON T-1097	02/12/2016	661.23

Check No.	Vendor/Employee	Transaction Description	Date	Amount
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	6.48
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	6.48
75824	MOREY'S GLASS AND METALS INC	WINDSHIELD FOR UNIT 47	02/12/2016	250.00
75836	O.J. WATSON EQUIPMENT	SNOW PLOW FOR UNIT 45	02/12/2016	6,930.50
75899	O.J. WATSON EQUIPMENT	LED LAMP	02/19/2016	18.00
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	7.20
75855	OREILLY AUTO PARTS	BRAKE FLUID	02/12/2016	19.99
75787	REX OIL COMPANY	BULK OIL AND MINI BULBS	02/05/2016	895.97
75983	REX OIL COMPANY	BULK OIL 15W40	02/26/2016	579.60
75819	RHOMAR INDUSTRIES, INC	SPRAYER	02/05/2016	912.39
75788	SPRADLEY BARR FORD, INC - FT COLLINS	FILTER & SCREEN	02/05/2016	148.08
75974	WINDSOR HARDWARE, LLC	TIE-DOWN RATCHET	02/26/2016	59.98
75778	WIRELESS ADVANCED COMMUNICATIO	BATTERY FOR BODY MIC	02/05/2016	84.00

Total for Department: 491 FLEET MANAG 32,758.45

Total for Fund:10 FLEET MANAGEMENT 32,758.45

Fund: 11 INFORMATION TECHNOLOGY FUND

Department: 492 INFORMATION TECHNOLOGY

75935	ACCELA, INC	SB ANNUAL MAINT PRJCT MGMT 2016	02/19/2016	1,100.00
76010	ACCELA, INC	UTILITY ONLINE BILLS MONTHLY FEES JAN2016	02/26/2016	2,281.00
75923	CARD SERVICES	IT-ADAPTOR/CPS RECEIVER	02/19/2016	226.31
75802	CARTEGRAPH SYSTEMS INC	CARTEGRAPH SOFTWARE MAINT	02/05/2016	2,866.00
75901	CDW GOVERNMENT	SHOPS AV EQUIP	02/19/2016	1,489.11
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	486.05
75848	COMCAST CABLE COMM. LLC	CABLE CRC	02/12/2016	251.02
75904	COMCAST CABLE COMM. LLC	INTERNET -TH	02/19/2016	214.90
75766	COREN PRINTING, INC.	office supplies	02/05/2016	128.18
75784	DELL MARKETING L.P.	COMPUTER	02/05/2016	12,402.14
75844	DELL MARKETING L.P.	LAPTOP -PD	02/12/2016	1,354.54
75794	INSIGHT PUBLIC SECTOR, INC	MS LICENSING	02/05/2016	8,311.95
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	12.96
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	12.96
75801	NEWEGG BUSINESS, INC	TONER	02/05/2016	114.27
75920	NEWEGG BUSINESS, INC	CABLE SHOPS CONF ROOM	02/19/2016	1,002.11
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	11.32
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	11.77
75809	QUILL CORPORATION	TONER	02/05/2016	1,027.74
75894	SCOTT'S ELECTRIC AND BUCKET TRUCK SERVICE INC	OUTLETS FOR AV EQUIPMENT	02/19/2016	521.53
75934	SECURITY AND SOUND DESIGN	WIRING TH 2ND FL CONF ROOM	02/19/2016	425.00
75821	VERIZON WIRELESS SERVICES LLC	CELLULAR TELEPHONE SVC	02/12/2016	212.64
75846	VERMONT SYSTEMS, INC.	WEBTRAC REDESIGN	02/12/2016	750.00
75896	XEROX CORPORATION	COPIER MONTHLY LEASE PAYMENT	02/19/2016	2,636.15

Total for Department: 492 INFORMATION 37,849.65

Total for Fund:11 INFORMATION TECHN 37,849.65

Fund: 15 HEALTH INSURANCE FUND

Department: 000 NO PROJECT CODE ASSIGNED

75867	1ST BANK OF NORTHERN COLORADO	BI-WEEKLY EMPLOYEE PAYROLL DEDUCTIONS	02/12/2016	9,854.50
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Check No.	Vendor/Employee	Transaction Description	Date	Amount
75997	1ST BANK OF NORTHERN COLORADO	BI-WEEKLY EMPLOYEE PAYROLL DEDUCTIONS	02/26/2016	9,779.82
Total for Department: 000 NO PROJECT C				19,634.32
Total for Fund:15 HEALTH INSURANCE I				19,634.32
Fund: 17 FACILITY SERVICES				
Department: 496 CUSTODIAL SERVICE				
75785	AAA AUTO PARTS NAPA WINDSOR	HEATER HOSE	02/05/2016	5.40
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	7,534.55
75790	HILLYARD INC	ROLL TOWELS AND TISSUE	02/05/2016	722.64
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	12.96
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	12.96
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	22.64
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	10.65
75815	PIONEER PRODUCTS, INC	ICE MELT	02/05/2016	298.70
75768	SAFEWAY, INC.	ICE CREAM	02/05/2016	9.98
75771	SUPPLYWORKS	TOILET CLEANER, TISSUE, URINAL MAT	02/05/2016	445.57
75875	VERITIV OPERATING COMPANY	RED/WHITE BINDERS	02/12/2016	1,056.24
Total for Department: 496 CUSTODIAL SE				10,132.29
Department: 497 FACILITY MAINTENANCE				
76001	AIR COMFORT, INC	SERVICE CALL-REPAIR HVAC	02/26/2016	9,780.41
75789	BAREFOOT FARMS INC.	SNOW REMOVAL @ PD & CRC AND TOWN HALL	02/05/2016	1,941.25
75923	CARD SERVICES	PW-TH LIGHTING	02/19/2016	429.20
75782	CARRIER CORPORATION	HVAC SERVICE AGREEMENT RENEWAL	02/05/2016	4,480.00
75966	CENTURYLINK	INTERNET SVCS	02/26/2016	50.23
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	3,597.25
75931	COLORADO MEDICAL WASTE INC	BIOWASTE & CONTAINER CHARGE	02/19/2016	156.00
75766	COREN PRINTING, INC.	OFFICE SUPPLIES	02/05/2016	36.09
75796	DEAN CONTRACTING, INC.	REPAIR GATE @ PD	02/05/2016	450.00
75898	ENVIROPEST	PEST CONTROL CRC	02/19/2016	278.00
75965	GRAINGER, INC.	BOOT BRUSH & DIMMABLE CFL	02/26/2016	914.57
75868	GREELEY LOCK AND KEY	INSTALL NEW CAMERA @ PD	02/12/2016	3,152.00
75962	JOHN BRUNNER AND COMPANY	SERVOCE CALL-REPAIR GENERATOR FUEL GAS	02/26/2016	457.50
75843	MANWEILER APPLIANCE	COUNTER TOP MICROWAVE	02/12/2016	99.00
75823	MANWEILER HARDWARE, INC	DROP CLOTH, BRUSHES, ADAPTER	02/12/2016	12.02
75914	MINES AND ASSOCIATES PC	MINES EAP SVCS FEB 2016	02/19/2016	6.48
75985	MINES AND ASSOCIATES PC	EMPLOYEE ASSISTANCE SVCS	02/26/2016	6.48
75776	OFFICE DEPOT	OFFICE SUPPLIES	02/05/2016	5.68
75897	OFFICE DEPOT	OFFICE SUPPLIES	02/19/2016	6.24
75918	OLD NATIONAL BANK	ENERGY EFFICIENCY LEASE PURCHASE FEB 2016	02/19/2016	3,455.41
75810	SECURITY AND SOUND DESIGN	REPAIR FIRE PANEL SYSTEM @ CRC	02/05/2016	354.00
75995	SENTRY FIRE AND SAFETY	ANNUAL SPRINKLER TEST	02/26/2016	330.00
75884	SNOWBRIDGE, INC	PIPE LINING HVAC-TOWN HALL-BID JOB	02/12/2016	28,040.81
75797	SUMMIT SUPPLY CO INC	ADAPTER-PLUMMING	02/05/2016	17.46
75862	SUMMIT SUPPLY CO INC	WALL HYDRANT	02/12/2016	247.50
75974	WINDSOR HARDWARE, LLC	DOOR VIEWER	02/26/2016	160.07
Total for Department: 497 FACILITY MAI				58,463.65
Total for Fund:17 FACILITY SERVICES				68,595.94

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 19 DOWNTOWN DEVELOPMENT AUTHORI				
Department: 486 DOWNTOWN DEVELOPMENT AU				
75923	CARD SERVICES	DDA-EMAIL SVC 2 MTHS	02/19/2016	40.00
75947	HUMPHRIES POLI ARCHITECTS, P.C.	LIBRARY FEASIBILITY STUDY	02/19/2016	6,416.67
76006	KAILIEE MELENDEZ	WEBSITE UPDATES, NEWSLETTER	02/26/2016	288.00
75922	KRISTIE MELENDEZ	CHAMBER BIZ AFTER HOURS SUPPLIES	02/19/2016	39.67
75845	RESERVE ACCOUNT	POSTAGE	02/12/2016	50.00
Total for Department: 486 DOWNTOWN I				6,834.34
Total for Fund:19 DOWNTOWN DEVELO				6,834.34
Fund: 21 COMMUNITY CENTER EXPANSION				
Department: 000 NO PROJECT CODE ASSIGNED				
75948	BEHRENS & ASSOCIATES, INC.	SALES TAX REFUND	02/19/2016	1,690.10
Total for Department: 000 NO PROJECT C				1,690.10
Department: 493				
75870	BARKER RINKER SEACAT ARCHITECT	CRC EXPANSION	02/12/2016	38,581.74
75901	CDW GOVERNMENT	MAPLE AV EQUIPMENT	02/19/2016	635.03
75890	CIRSA	2016 WORK COMP INSUR ALLOCAITON	02/19/2016	6,547.85
75847	CTL/THOMPSON, INC.	CRC EXPANSION TESTING	02/12/2016	5,360.00
75794	INSIGHT PUBLIC SECTOR, INC	TELEPHONES -CRC	02/05/2016	8,670.56
75878	PINKARD CONSTRUCTION COMPANY	CRC EXPANSION	02/12/2016	1,198,492.32
75942	WORKPLACE PARTNERS	DEPOSIT FOR CRC EXPANSION	02/19/2016	10,807.93
76013	WORKPLACE PARTNERS	CRC EXPANSION - FURNITURE	02/26/2016	6,879.22
Total for Department: 493				1,275,974.65
Total for Fund:21 COMMUNITY CENTER				1,277,664.75
Total A/P				3,012,248.41
Payroll 2 Pay Periods				<u>374,829.52</u>
Grand Total				<u><u>3,387,077.93</u></u>



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Andrew Dunehoo, Art & Heritage Manager
Re: Museum Collections Accession
Item #: B.5.

Background / Discussion:

The Parks, Recreation, and Culture Advisory Board (PReCAB) will occasionally have the opportunity to review recommended accessions and deaccessions to the permanent collection of the Town of Windsor Museum, per adopted policies. PReCAB has reviewed the attached items and has recommended accessioning items via Resolution 2016 - PRC18.

Museum collection items are only accessioned into the collection when they fit the following criteria:

- Object illustrates unique Windsor heritage as specified in mission statement.
- Known provenance.
- Object displays rarity as specified in collections criteria
- Collection supports object's interpretive potential for exhibition.
- Stable Condition
- Museum can adequately care for object

All items listed are items currently in the museums possession, and have been donated to the museum.

Financial Impact:

Museum staff does not foresee any financial impact associated with the formal accession of these items.

Recommendation:

Move to approve Resolution 2016-13, to accession museum collections items as presented by staff.

Attachments:

- b. Resolution 2016-14 - A Resolution of the Windsor Town Board Approving the Accessioning of Items to the Town of Windsor Museum Collection
- c. Three Donation Acquisition Forms for Potential Accession (Morey, Parsons, & Brug)

TOWN OF WINDSOR

RESOLUTION NO. 2016-13

A RESOLUTION OF THE WINDSOR TOWN BOARD APPROVING THE ACCESSIONING OF ITEMS TO THE TOWN OF WINDSOR MUSEUM COLLECTION

WHEREAS, the Town of Windsor owns an extensive museum collection, the purpose of which is to preserve and enhance the rich cultural history of the Town, and to educate the public accordingly; and

WHEREAS, in October, 2010, the Town Board adopted by resolution the Town's Museum Accessioning Policy, the intention of which is to assure that items proposed for addition to the Town's Museum collection are reviewed by staff and by the Parks and Recreation Advisory Board; and

WHEREAS, the Town's Art & Heritage Manager has prepared the attached lists of items which, if accessioned, will meet the purposes and mission of the Town's Museum collection; and

WHEREAS, in keeping with the Town's Museum Accessioning Policy, the Town's Parks and Recreation Advisory Board has reviewed the attached lists of items, and has recommended that the items described therein be added to the Town's Museum Collection; and

WHEREAS, the Town Board having considered the attached lists and recommendation of the Parks and Recreation Advisory Board, finds that accessioning of the items described in the attached listing is in the public interest and promotes the essential purposes of the Town's Museum collection.

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

The items described in the attached lists, incorporated herein by this reference as if set forth fully, are hereby accepted by the Town of Windsor as part of its Museum collection.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of March, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



Windsor Museum

Department of Parks, Recreation and Culture
Arts and Heritage Division
301 Walnut Street | Windsor, CO 80550

IMAGE:



Potential Acquisition Form

Source:

- Donation
- Staff Acquired
- Transfer / Exchange
- Purchase

*Fill Out Section For Donation, Transfer/ Exchange, or Purchase

Date: 09/18/2015

Individual or Company Name: Gene Morey

Address: 301 10th St., Windsor, CO 80550

Telephone: 970-686-2713

Work Phone: N/A

Email: _____ Price: _____

Estimated Value (for donation or transfer/exchange): Not assessed

Description and Provenance of Object(s):

The Morey donation consists of 1 individual item, a 20x16 inch color photograph mounted on thick cardstock. Photograph is an aerial image of the Kodak plant in Windsor. The photograph is in fair condition and fills a gap in the Museum's permanent collection.

Museum Staff Recommendation:

Accept into Museum Permanent Collection: Accept

Date: 09/18/2015

Accept into Museum Education Collection: _____

Decline to Accept: _____

Reason for Decision: Fills gap in Museum collection. Good Condition.

Parks, Recreation, and Culture Advisory Board (PReCAB) Decision:

Accept into Museum Permanent Collection: _____

Date: _____

Decline to Accept: _____

Reason for Decision: _____

Town Board Decision:

Accept into Museum Permanent Collection: _____

Date: _____

Decline to Accept: _____

Reason for Decision: _____

Signatures:

Art & Heritage Manager or Director of Parks, Recreation, and Culture Department

Date

Mayor, Town of Windsor

Date



Windsor Museum

Department of Parks, Recreation and Culture
Arts and Heritage Division
301 Walnut Street | Windsor, CO 80550

IMAGE:



Potential Acquisition Form

Source:

- Donation
- Staff Acquired
- Transfer / Exchange
- Purchase

*Fill Out Section For Donation, Transfer/ Exchange, or Purchase

Date: 10/26/2015

Individual or Company Name: Carol Parsons

Address: 1405 E. 16th St., Loveland, CO 80538

Telephone: 970-461-3619

Work Phone: N/A

Email: _____ Price: _____

Estimated Value (for donation or transfer/exchange): Not assessed

Description and Provenance of Object(s):

The Parsons donation consists of 10 individual items. The items are in good condition and fill **a gap in the Museum's permanent collection.**

- Postcard, "Business is Picking Up in Severance, Colo." To Mr. Stanley Smith postmarked Windsor Aug. 1, 1914
- Postcard, "I hope upon Thanksgiving date I'll find this turkey in my plate". Sent to Mr. Stanley Smith, Windsor, CO. Postmarked Fort Collins, Nov. 29, 1916.
- Farmers State Bank check: Windsor, Colorado paid to Cable Bros. MDSE CO. from Smith Bros. Nov. 16, 1914
- Farmers State Bank check: Windsor, Colorado paid to Star Grocery and Bakery from Smith Bros. July 30, 1914
- Farmers State Bank check: Windsor, Colorado paid to Conrad Eckhardt from Smith Bros. Nov. 11, 1914

Museum Staff Recommendation:

Accept into Museum Permanent Collection: Accept

Date: 10/26/2015

Accept into Museum Education Collection: _____

Decline to Accept: _____

Reason for Decision: Fills gap in Museum collection. Good Condition.

Parks, Recreation, and Culture Advisory Board (PReCAB) Decision:

Accept into Museum Permanent Collection: _____

Date: _____

Decline to Accept: _____

Reason for Decision: _____

Town Board Decision:

Accept into Museum Permanent Collection: _____

Date: _____

Decline to Accept: _____

Reason for Decision: _____

Signatures:

Art & Heritage Manager or Director of Parks, Recreation, and Culture Department

Date

Mayor, Town of Windsor

Date

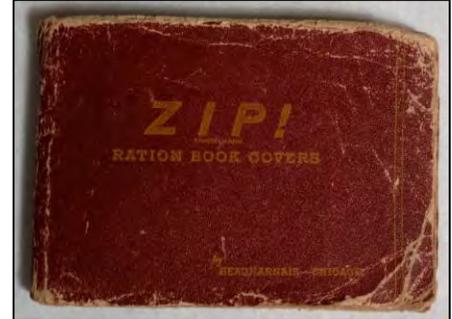


Town of Windsor Museum
Department of Parks, Recreation and Culture
Arts and Heritage Division
301 Walnut Street | Windsor, CO 80550

Potential Acquisition Form

Source:

- Donation
 Staff Acquired
 Transfer / Exchange
 Purchase



*Fill Out Section For Donation, Transfer/ Exchange, or Purchase

Date: 12/11/2015

Individual or Company Name: Sandy Brug

Address: 512 Walnut St., Windsor, CO 80550

Telephone: 970-686-2122

Work Phone: N/A

Email: sbrug@live.com

Price: _____

Estimated Value (for donation or transfer/exchange): Not assessed

Description and Provenance of Object(s):

The Brug donation consists of (7) ration books belonging to Kathleen Brug, Philip Brug, Phyllis Brug and Lydia Brug of Greeley, Colorado. The ration books are from World War II and include both "Ration Book No. 3" and "War Ration Book Four". The original ration stamps are included along with a "ZIP!" "Ration Book Cover" which holds the individual books. The Brug families are longtime residents of the area.

The ration books, cover, and stamps are in fair condition. Although the Museum does have a few a ration books in its collection, the local family tie and presence of the cover and stamps make this donation worthy of consideration for admittance into the permanent collection.

Museum Staff Recommendation:

Accept into Museum Permanent Collection: Accept

Date: 12-11-2015

Accept into Museum Education Collection: _____

Decline to Accept: _____

Reason for Decision: Fair condition, local tie to Windsor's history

Parks, Recreation, and Culture Advisory Board (PReCAB) Decision:

Accept into Museum Permanent Collection: _____

Date: _____

Decline to Accept: _____

Reason for Decision: _____

Town Board Decision:

Accept into Museum Permanent Collection: _____

Date: _____

Decline to Accept: _____

Reason for Decision: _____

Signatures:

Art & Heritage Manager or Director of Parks, Recreation, and Culture Department

Date

Mayor, Town of Windsor

Date



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Dennis Wagner, Town Engineer
Re: Acceptance of Deed of Dedication of Right of Way at WCR 13 and Crossroads Blvd.
Item #: B.6

Background / Discussion:

In order to proceed with the planned traffic signal installation at Weld County Road 13 and Crossroads Blvd. the Town needs to acquire right-of-way at the northeast corner of Weld County Road 13 and Crossroads Blvd. The Town obtained a signed Deed of Dedication for the required property rights as illustrated in the attached Deed and Exhibits. The right-of-way was voluntarily dedicated by the property owners.

The traffic signal construction contract was awarded to WL Contractors in the amount of \$263,663. Based on the estimated procurement of signal poles and mast arms taking anywhere between 4 and 5 months, it is anticipated that the signals will be in operation around August or September of this year.

Financial Impact: None

Relationship to Strategic Plan: Effective infrastructure

Recommendation:

Adopt Resolution Approving and Accepting a Deed of Dedication of Right of Way for Roadway and Related Public Transportation Purposes at the Northeast Corner of Weld County Road 13 and Crossroads Boulevard.

Attachments:

- Resolution No. 2016-14, Approving and Accepting a Deed of Dedication of Right of Way for Roadway and Related Public Transportation Purposes at the Northeast Corner of Weld County Road 13 and Crossroads Boulevard
- Deed of Dedication of Right of Way and Exhibit

TOWN OF WINDSOR

RESOLUTION NO. 2016-14

A RESOLUTION APPROVING AND ACCEPTING A DEDICATION OF RIGHT OF WAY FOR ROADWAY AND RELATED PUBLIC TRANSPORTATION PURPOSES AT THE NORTHEAST CORNER OF WELD COUNTY ROAD 13 AND CROSSROADS BOULEVARD, 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 traffic signal at the intersection of Weld County Road 13 and Crossroads Boulevard in 2016; and

WHEREAS, the dedication of the right of way is needed to facilitate the traffic signal improvements; and

WHEREAS, the property owner at the northeast corner of the intersection has tendered a Dedication of Right of Way dated February 17, 2016 (“Dedication of ROW”), 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 Dedication of ROW 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 Dedication of Right of Way dated February 17, 2016, is hereby approved and accepted.

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

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of March, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

DEDICATION OF RIGHT-OF-WAY

This Dedication of Right-of-Way ("Dedication") is made and delivered this 17 day of February, 2016, by Raindance Aquatic Investments, LLC, a Colorado limited liability company, and WILLIAM F. LARRICK, INC., a Colorado corporation (collectively the "Grantor"), in favor of the TOWN OF WINDSOR, COLORADO, a Colorado home rule municipality ("Grantee").

WITNESSETH:

For and in consideration of good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, Grantor hereby permanently grants the parcel of land depicted in Exhibit A hereto, incorporated herein by this reference as if set forth fully ("Right of Way"), to Grantee, its successors and assigns, as a permanent right-of-way for roadway and related public transportation purposes. Grantee's rights hereunder shall include the right to construct, maintain, repair, replace and enlarge roadway improvements, and related facilities, for the public transportation purposes, within, over, across, under and upon the Right of Way.

Grantor hereby warrants it has good and sufficient title to the Right of Way, and has the legal authority to transfer same to Grantee.

Grantor further grants to Grantee:

1. The right of ingress to and egress from the Right of Way for all purposes contemplated herein, including surveys and inspections.
2. The right from time to time to enlarge, improve, reconstruct, relocate, and replace any roadway improvements constructed hereunder, either in the original location or at any alternate locations within the Right of Way.

Whenever used herein, the singular number shall include the plural and the plural the singular.

The terms, conditions, covenants and agreements of this Dedication shall be construed as covenants touching and concerning, running with and appurtenant to the Right of Way. All of the covenants contained herein shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns.

[Remainder of this page intentionally left blank - - signatures on following page]

ACCEPTED BY GRANTEE:

THE TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

[SEAL]

EXHIBIT A

PROPERTY DESCRIPTION

A parcel of land being part of Lot 1 of Water Valley West Subdivision recorded March 15, 2011 as Reception No. 3756094 of the Records of Weld County, situate in the Southwest Quarter of Section Thirty-one (31), Township Six North (T.6N.), Range Sixty-seven West (R.67W.) of the Sixth Principal Meridian (6th P.M.), Town of Windsor, County of Weld, State of Colorado and being more particularly described as follows:

COMMENCING at the Southwest corner of said Section 31 and assuming the West line of said Southwest Quarter as bearing North 00°12'45" West being a Grid Bearing of the Colorado State Plane Coordinate System, North Zone, North American Datum 1983/2011, a distance of 2636.08 feet with all other bearings contained herein relative thereto;

THENCE North 00°12'45" West along the West line of said Southwest Quarter a distance of 40.11 feet;

THENCE North 89°11'26" East a distance of 30.00 feet to the Easterly Right of Way (ROW) line of Weld County Road #13, and to the **POINT OF BEGINNING**;

THENCE North 00°12'45" West along said Easterly ROW line a distance of 30.00 feet;

THENCE South 40°15'45" East a distance of 38.85 feet to the Northerly ROW line of Weld County Road #62 described in that Deed of Dedication recorded September 21, 2001 as Reception No. 2885547 of the Records of Weld County ;

THENCE South 89°11'26" West along said Northerly ROW a distance of 25.00 feet to the **POINT OF BEGINNING**.

Said described parcel of land contains 375 Square Feet more or less (\pm), and is subject to any rights-of-way or other easements of record or as now existing on said described parcel of land.

SURVEYORS STATEMENT

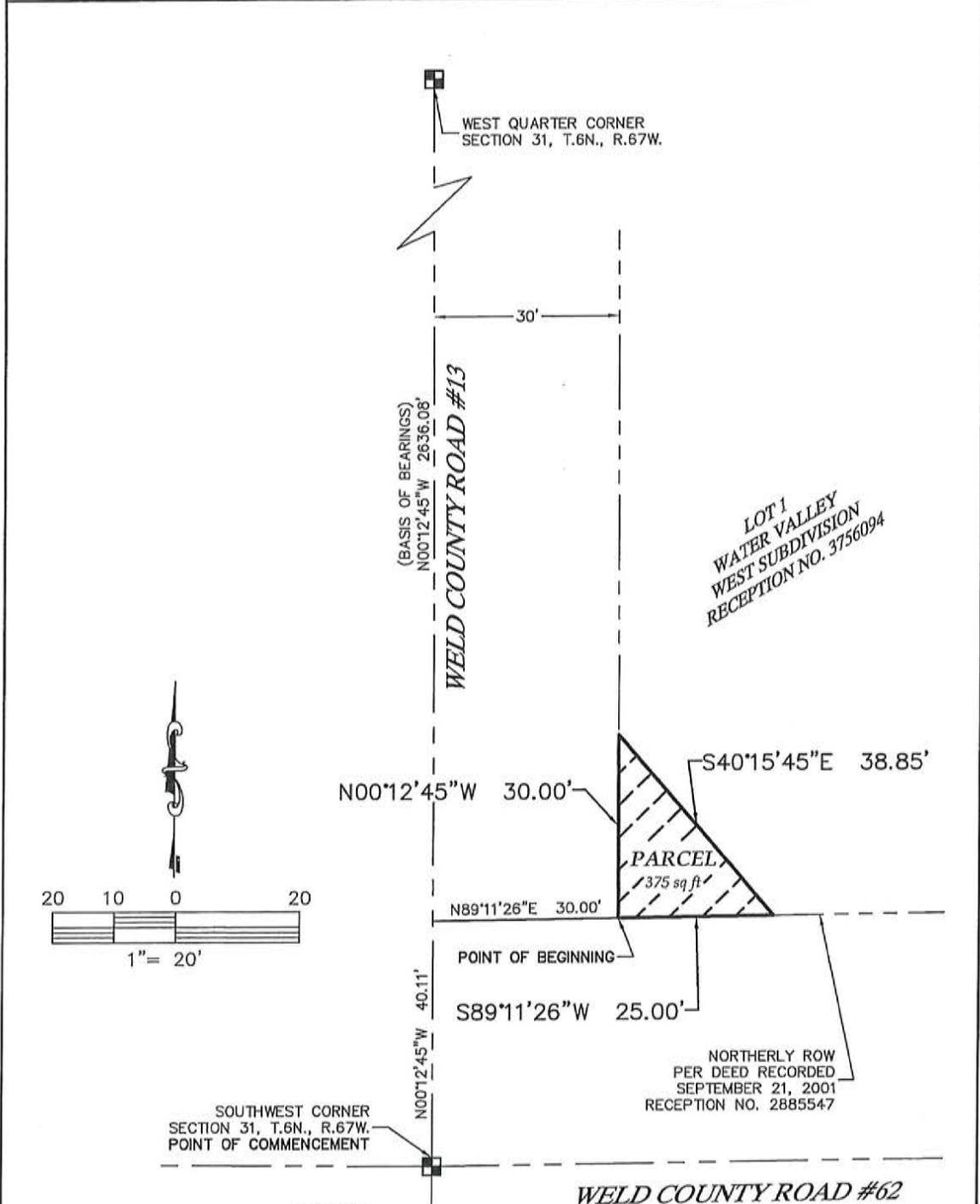
I, Ronnie L. Edwards, a Colorado Licensed Professional Land Surveyor do hereby state that this Parcel Description was prepared under my personal supervision and checking, and that it is true and correct to the best of my knowledge and belief.

Ronnie L. Edwards

Sheet 1 of 2

Ronnie L. Edwards - on behalf of King Surveyors
Colorado Licensed Professional
Land Surveyor #38480

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



LOT 1
WATER VALLEY
WEST SUBDIVISION
RECEPTION NO. 3756094

NORTHERLY ROW
PER DEED RECORDED
SEPTEMBER 21, 2001
RECEPTION NO. 2885547

Ronnie L. Edwards

Shed
 2 of 2

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.

NOTICE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon. (13-80-105 C.R.S. 2012)

Ronnie L. Edwards - On Behalf Of King Surveyors
 Colorado Licensed Professional
 Land Surveyor #38480



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

PROJECT NO: 2015579
 DATE: 12/10/2015
 CLIENT: INTERWEST
 DWG: 2015579EXH1
 DRAWN: RLE CHECKED: RLE



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Scott Ballstadt, AICP, Director of Planning
From: Josh Olhava, AICP, Senior Planner
Subject: Site Plan Presentation – Water Valley South Subdivision 23rd Filing, Lots 1 & 2 – Water Valley Vaults (self-storage project updates) – Justin Donahoo, Trollco Inc., applicant/ Brent Cooper, Ripley Design, Inc., applicant's representative
Location: 420 Crossroads Blvd
Item #: C.1

Background:

The applicant, Mr. Justin Donahoo, Trollco Inc., represented by Mr. Brent Cooper, Ripley Design, Inc., is completing an amendment to a previously approved site plan for the Water Valley Vaults located in Water Valley South. The original site plan was approved in 2008 and 2009 and due to the economy at the time, the project was put on hold and the site plan expired. In addition the applicant is proposing building location and unit type modifications from the previously approved site plan. The site plan encompasses approximately 11.7 acres and is zoned Limited Industrial (I-L).

Site characteristics include:

- 4 total phases of development;
- 8 total self-storage type buildings ranging from 960 square feet to 2,560 square feet;
- 121 storage based units;
- a caretakers quarters (utilizing the existing home site);
- 42 total parking spaces;
- approximately 33 percent of the site to be landscaped, with berms and screening along Highway 257 and Crossroads Boulevard; and
- an RV Dump station.

Building and structural details include:

- prefinished metal siding;
- split faced CMU walls and supports;
- vertical stone veneer accents;
- prefinished metal doors; and
- metal trim.

Additional site details can be found in the enclosed staff PowerPoint.

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.

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.*

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 notifications for as this item is for presentation purposes only.

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

Enclosures: Application materials
Planning Commission minutes excerpt (draft)
Staff PowerPoint

pc: Justin Donahoo, Trollco Inc., applicant
Brent Cooper, Ripley Design Inc., 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

<p><u>APPLICATION TYPE:</u></p> <ul style="list-style-type: none"> Annexation Master Plan Rezoning Minor Subdivision Lot Line Adjustment Major Subdivision Site Plan Administrative Site Plan 	<p><u>SUBTYPE:</u></p> <p>(for Major Subdivisions and Site Plans only)</p> <ul style="list-style-type: none"> Preliminary Final Qualified Commercial/Industrial
--	---

Project Name*: _____

Legal Description*: _____

Address/Location*: _____

Existing Zoning: _____ **Proposed Zoning:** _____

3

OWNER:

Name(s)*: _____

Company: _____

Address*: _____

Phone #*: _____ Email*: _____

APPLICANT (Owner or Owner's Representative):

Name*: _____

Company: _____

Address*: _____

Phone #*: _____ Email*: _____

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: _____

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

Print Name: _____ *Required fields



land planning ■ landscape architecture ■ urban design ■ entitlement

9/10/15

Water Valley Vaults Project Description (Water Valley South Subdivision Ninth Filing Block 1, Lots 1 and 2 Site Plan)

The project is located at 8995 Weld County Road 62 and is bordered by the Great Western Railroad tracks to the west and Highway 257 to the east. The property currently contains a house and various outbuildings. The house is retained with the project. The site consists of 2 lots and is a total of approximately 11.7 acres. Access will be off of WCR 62 from the south, with a second emergency access to Crossroads Boulevard.

The project will feature approximately 97 indoor storage units and will be a variety of sizes, ranging from 16' - 40' units to 32' x 80' units. The units, also known as "Vaults", comply with the growing trend of the garage condo concept. The units are sold instead of rented and are equipped with heating and air conditioning and are intended not only for storage of cars, boats, and other toys, but people can work on their cars or even have a business from these units.

The project, referred to at the time as "Man Caves" was approved through the city in 2008 and 2009. The entitlement has lapsed and this application intends to re-establish it. The project will remain largely the same as previously approved, with a few modifications:

1. The phasing sequence has slightly changed. Buildings B,C and F will be Phase 1 and Buildings A,D and E will be Phase 2. The mini-storage to the north, Buildings G-J, will be Phase 3.
2. Walls have been added to provide a secure perimeter around Buildings A-F. A gate is now located at the south entrance.

Thinking outside of the box for over two decades.

419 Canyon Ave. Suite 200 ■ Fort Collins, CO 80521 ■ tel. 970.224.5828 ■ fax 970.224.1662
www.ripleydesigninc.com

Nays – None
Motion carried.

C. BOARD ACTION

1. Site Plan Presentation – Water Valley South Subdivision 23rd Filing, Lots 1 & 2 – Water Valley Vaults (self-storage project updates) – Justin Donahoo, Trollco Inc., applicant/ Brent Cooper, Ripley Design, Inc., applicant’s representative

- Staff presentation: Josh Olhava, Senior Planner

Per Mr. Olhava the applicant, Mr. Justin Donahoo, Trollco Inc., represented by Mr. Brent Cooper, Ripley Design, Inc., is proposing an amendment to a previously approved site plan for the Water Valley Vaults located in Water Valley South. The site plan encompasses approximately 11.7 acres and is zoned Limited Industrial (IL).

Site characteristics include:

- 4 total phases of development;
- 8 total self-storage type buildings ranging from 960 square feet to 2,560 square feet;
- 121 storage based units;
- a caretakers quarters (utilizing the existing home site);
- 42 total parking spaces;
- approximately 33 percent of the site to be landscaped; and
- an RV Dump station.

Building and structural details include:

- prefinished metal siding;
- split-faced CMU walls and supports;
- vertical stone veneer accents;
- prefinished metal doors; and
- metal trim.

The site plan presentation is intended for the Planning Commission’s information. Should the Planning Commission 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 review process reveals issues that cannot be resolved between the applicant and staff, the site plan will be brought back to the Planning Commission for review. The applicant is also concurrently completing a minor subdivision to adjust some of the building envelopes that were previously platted.

Justin Donohoo, 1625 Pelican lakes Point, Windsor, CO

Mr. Donohoo provided a presentation of Water Valley Vaults for the Planning Commission. Water Valley Vaults may be utilized for general storage as well as for business space with the ability to construct office or mezzanine space within the units. The Vaults will be owned and operated in the same capacity as purchasing real estate which will include HOA fees. Businesses

that operate out of the Vaults will go through a review process and will be approved or denied based on the use. The Vaults will not be used for living quarters.

Mr. Tallon inquired if these were originally called Man Caves.

Mr. Donohoo stated they were.

Mr. Bushelman inquired as to what type of businesses will be allowed to operate from the Vaults.

Mr. Donohoo stated the businesses that operate out of the Vaults will need to comply with zoning requirements and well as the uses allowed for the property. Any type of retail that will have a flow of customers will not be allowed.

Mr. Olhava stated the Town will review business licenses as well for code compliance.

Mr. Bushelman inquired if the site is in a flood plain and if so has that issue been addressed.

Mr. Olhava stated it has been reviewed by Town engineering staff and there are no comments from them.

Mr. Bushelman inquired about the existing guardrail.

Mr. Olhava stated the existing driveway on the south end has a guardrail closer to the highway. The applicants have been asked to pull that guardrail back so no one is driving down the bank.

Mr. Bushelman inquired if the emergency exit will remain an emergency exit.

Mr. Donohoo stated it will be utilized as an emergency exit.

Mr. Scheffel inquired if the look and feel of this building will be comparable to the facility to the north.

Mr. Olhava stated it will be different from that facility due to location of the building and the landscape buffer opportunities.

Mr. Tallon inquired as to how tall the berm will be.

Mr. Donohoo stated the berm is four foot tall and landscape will be on top of the berm.

Mr. Scheffel inquired if this site is zoned the same as the other storage facility and will it have the same caliber of quality that the current storage facility has from the highway.

Mr. Olhava stated it is zoned the same and based on different elements with berms and landscaping as this will add a different element that other properties may not have.

2. Public Hearing – Rezoning Petition – Hilltop Estates Subdivision, Tract A – Dr. Ahmed M. Sherif and Rabla A. Haderi, applicants/ Thomas Canzona and William Garcia, applicant’s representatives

- Staff presentation: Josh Olhava, Senior Planner

Mr. Schick opened up the public hearing.

SITE PLAN PRESENTATION
WATER VALLEY SOUTH SUBDIVISION 23RD
FILING, LOTS 1 & 2
(WATER VALLEY VAULTS)
(PROJECT UPDATE)

Josh Olhava, AICP
Senior Planner
March 14, 2016

Town Board

Item C.1



ADMINISTRATIVE SITE PLAN

Article VIII of Chapter 17 of the Municipal Code outlines the purpose and procedures of the Administrative Site Plan process such that:

Sec. 17-8-10. Intent

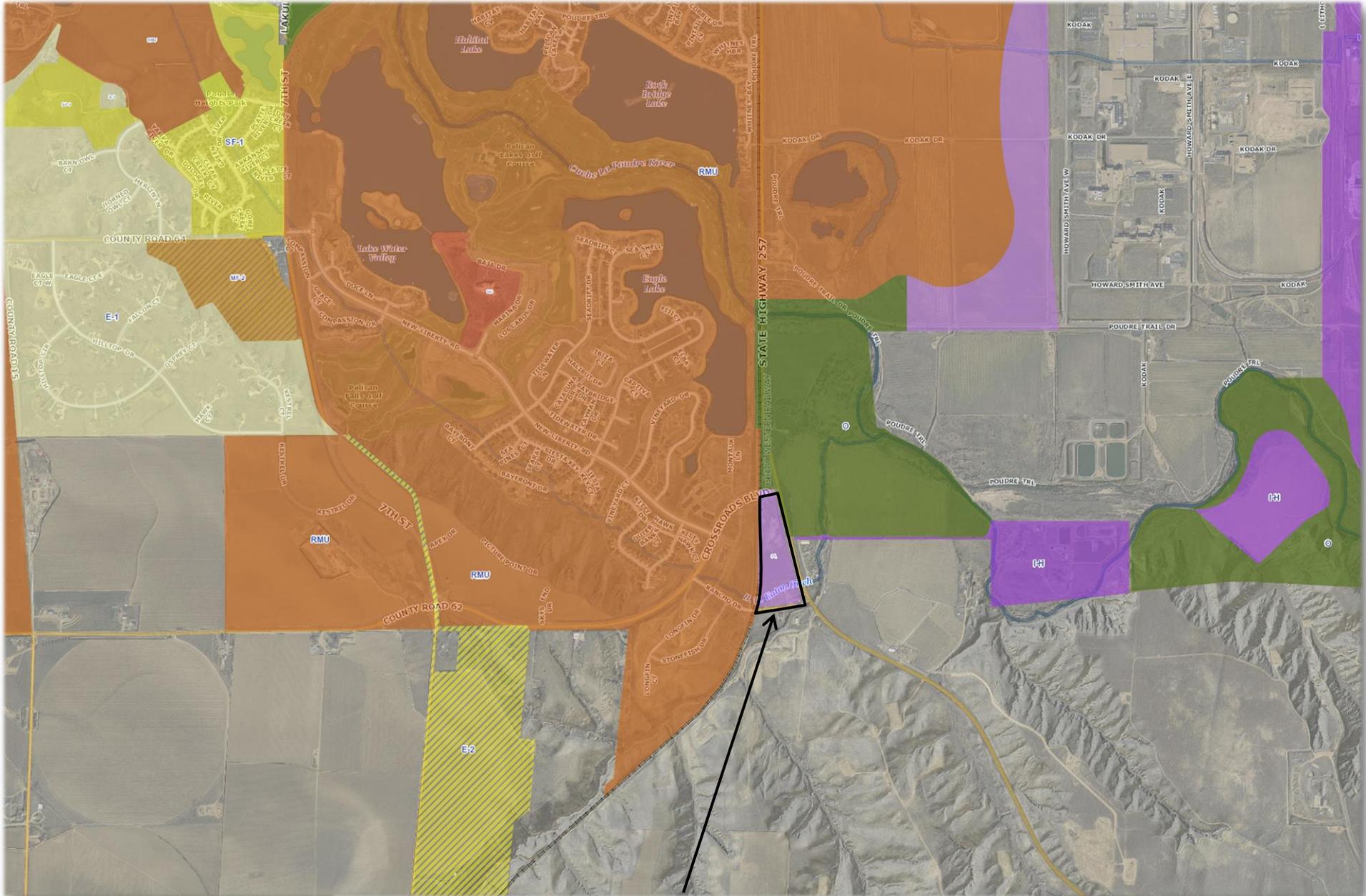
“The intent of an administrative site plan is to ensure that the existing neighborhood character is preserved and/or enhanced and to minimize possible detrimental uses.”

Sec. 17-8-20. Purpose

(1)c. *“Change in an approved administrative site plan when the change involves the conditions listed below or such other conditions which significantly change, modify or alter an approved administrative site plan:*

- 1. Building location or size.*
- 2. Parking area.*
- 3. Pedestrian or vehicular circulation.*
- 4. Size or location of landscaping areas.”*

REGIONAL ZONING MAP



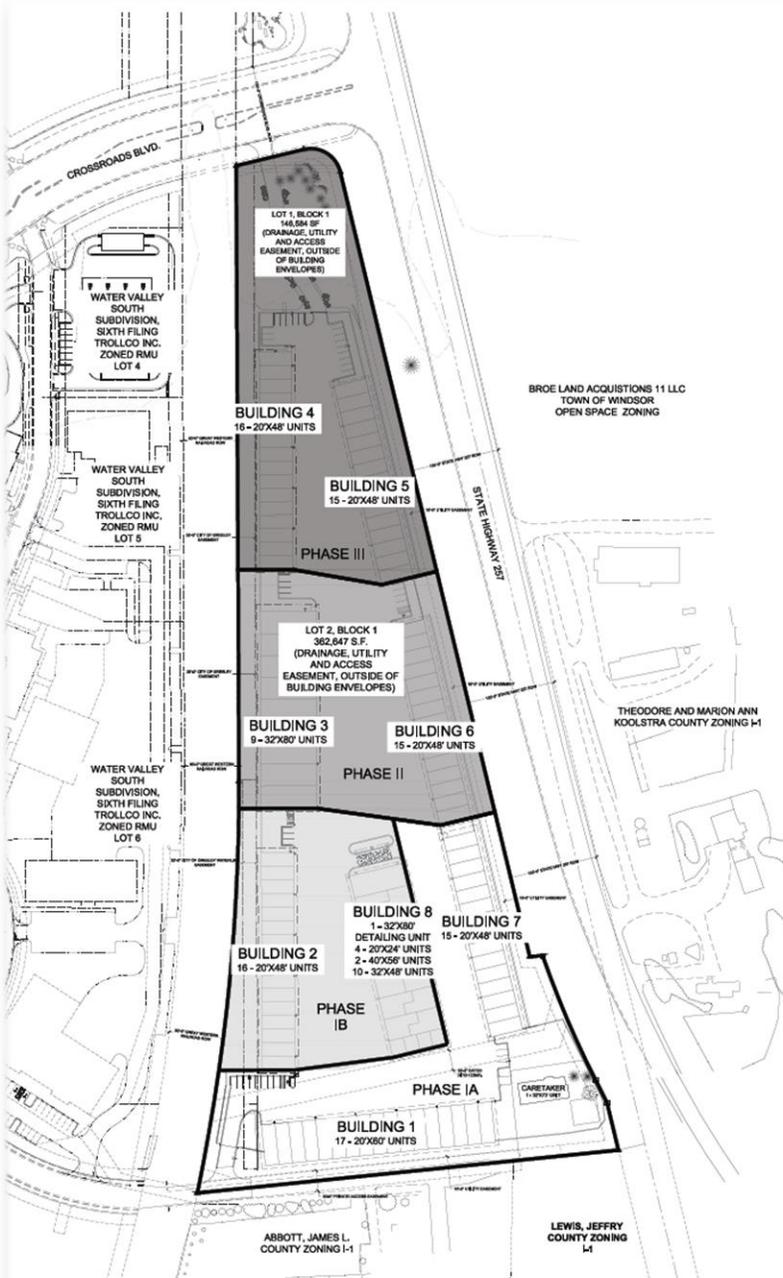
Site Location – Zoned Limited Industrial (I-L)

SITE PROXIMITY ZONING MAP



Site Location – Zoned Limited Industrial (I-L)

SITE PLAN (W/ PHASING)



LAND USE STATISTICS (PHASE IA)

DESCRIPTION	NET AREA SQ. FT.	NET AREA ACRES	% OF TOTAL
BUILDING COVERAGE (INCLUDING EXISTING HOUSE)	37,028 SQ.FT.	.85 ACRES	26%
PARKING & DRIVES	87,499 SQ.FT.	1.92 ACRES	38%
LANDSCAPE/DETENTION	67,855 SQ.FT.	1.53 ACRES	36%
TOTAL SITE AREA	192,382 SQ.FT.	4.38 ACRES	100%

UNIT TYPES:	NUMBER OF UNITS:
BLDG. 1	
20'X80'	17
BLDG. 7	
20'X48'	15
CARETAKER	1
UNIT TOTAL:	33

PARKING PROVIDED:	
STANDARD SPACES	12
HANDICAP SPACES	1 VAN ACCESSIBLE
TOTAL PARKING SPACES	13

EXISTING ZONING: I-1 - LIMITED INDUSTRIAL

LAND USE STATISTICS (PHASE 1B)

DESCRIPTION	NET AREA SQ. FT.	NET AREA ACRES	% OF TOTAL
BUILDING COVERAGE (INCLUDING EXISTING HOUSE)	38,716 SQ.FT.	.89 ACRES	28%
PARKING & DRIVES	44,887 SQ.FT.	1.03 ACRES	44%
LANDSCAPE/DETENTION	19,186 SQ.FT.	.44 ACRES	18%
TOTAL SITE AREA	102,811 SQ.FT.	2.38 ACRES	100%

UNIT TYPES:	NUMBER OF UNITS:
BLDG. 2	
20'X48'	16
BLDG. 8	
32'X80'	1
32'X48'	10
40'X56'	2
20'X24'	4
UNIT TOTAL:	33

PARKING PROVIDED:	
STANDARD SPACES	3
TOTAL PARKING SPACES	3

EXISTING ZONING: I-1 - LIMITED INDUSTRIAL

LAND USE STATISTICS (PHASE II)

DESCRIPTION	NET AREA SQ. FT.	NET AREA ACRES	% OF TOTAL
BUILDING COVERAGE	38,180 SQ.FT.	.88 ACRES	32%
PARKING & DRIVES	85,473 SQ.FT.	1.93 ACRES	44%
LANDSCAPE/DETENTION	27,218 SQ.FT.	.63 ACRES	24%
TOTAL SITE AREA	112,869 SQ.FT.	2.57 ACRES	100%

UNIT TYPES:	NUMBER OF UNITS:
BLDG. 3	
32'X80'	9
BLDG. 6	
20'X48'	15
UNIT TOTAL:	24

PARKING PROVIDED:	
STANDARD SPACES	8
HANDICAP SPACES	1 VAN ACCESSIBLE
TOTAL PARKING SPACES	9

EXISTING ZONING: I-1 - LIMITED INDUSTRIAL

LAND USE STATISTICS (PHASE III)

DESCRIPTION	NET AREA SQ. FT.	NET AREA ACRES	% OF TOTAL
BUILDING COVERAGE	28,800 SQ.FT.	.66 ACRES	21%
PARKING & DRIVES	41,784 SQ.FT.	.95 ACRES	31%
LANDSCAPE/DETENTION	84,281 SQ.FT.	1.98 ACRES	48%
TOTAL SITE AREA	134,865 SQ.FT.	3.10 ACRES	100%

UNIT TYPES:	NUMBER OF UNITS:
BLDG. 4	
20'X48'	16
BLDG. 5	
20'X48'	15
UNIT TOTAL:	31

PARKING PROVIDED:	
STANDARD SPACES	17
TOTAL PARKING SPACES	17

EXISTING ZONING: I-1 - LIMITED INDUSTRIAL

LEGEND



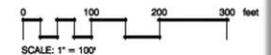
NOTES:

- The structures shall be used solely for the storage of inanimate personal property, and incidental care of such property. No structures shall be used for human habitation, commercial enterprise or any use inconsistent with storage of inanimate personal property.
- All 18' parking stalls have a 2' overhang and a 4' pedestrian clearance.

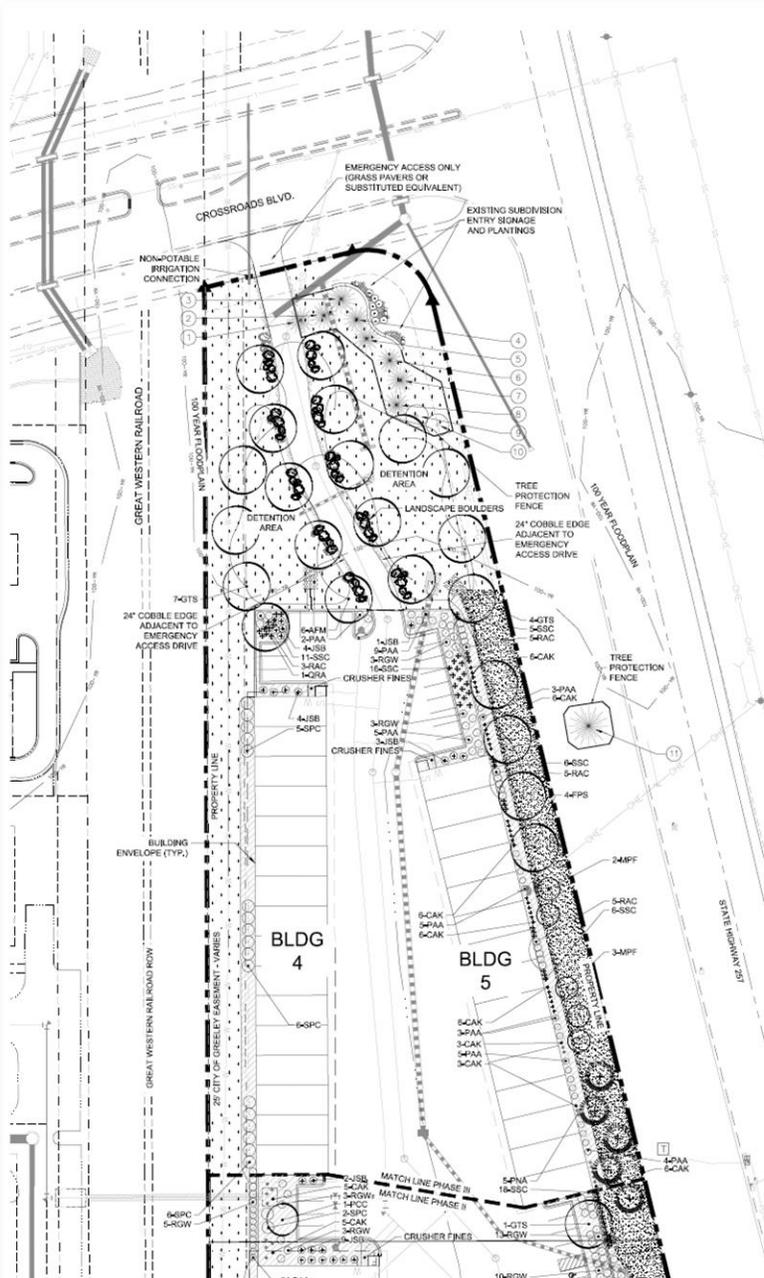
ENGINEERING DEPARTMENT APPROVAL

Approved this the _____ day of _____, 20____

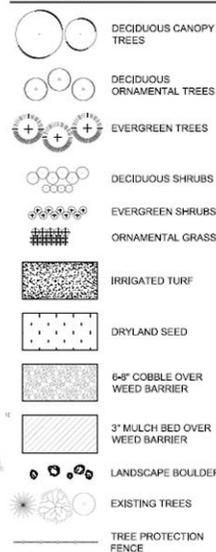
Director of Engineering



LANDSCAPE PLAN (1 OF 2)



PLANT LEGEND



TREE PROTECTION NOTES

- TOWN OF WINDSOR TREE AND LANDSCAPE STANDARDS - AUGUST 24, 2009
- EXISTING TREES NOTED FOR PROTECTION AND PRESERVATION SHALL NOT BE REMOVED.
 - ALL EXISTING TREES SHALL BE PRUNED TO THE STANDARDS PROVIDED BY THE TOWN OF WINDSOR "LANDSCAPE AND TREE STANDARDS".
 - WITHIN THE DRP LINE OF ANY PROTECTED EXISTING TREE, THERE SHALL BE NO CUT OR FULL GREATER THAN FOUR (4) FEET IN DEPTH UNLESS A QUALIFIED ARBORIST OR FORESTER HAS EVALUATED AND APPROVED THE DISTURBANCE.
 - ALL PROTECTED EXISTING TREES SHALL BE PRUNED ACCORDING TO THE MOST CURRENT STANDARDS AND GUIDELINES DEVELOPED BY THE ISA.
 - PRIOR TO AND DURING CONSTRUCTION, BARRIERS SHALL BE ERRECTED AROUND ALL PROTECTED EXISTING TREES WITH EACH BARRIER TO BE OF CHARGE FENCING MINIMUM OF FOUR (4) FEET IN HEIGHT, SECURED WITH METAL TPOVETS. NO CLOSED THAN SIX (6) FEET FROM THE TREE TRUNK OR BARRIER (10) OF THE DRP LINE. WHENEVER IS GREATER, THE SPACING OF STAKES SHALL BE TEN (10) FEET. THERE SHALL BE NO STORAGE OR MOVEMENT OF EQUIPMENT, MATERIAL, DEBRIS, OR FILL WITHIN THE FENCED TREE PROTECTION ZONE.
 - DURING THE CONSTRUCTION STAGE OR DEVELOPMENT, THE APPLICANT SHALL PROVIDE THE CLEANING OF EQUIPMENT MATERIAL OR THE STORAGE OF WHITE MATERIAL SUCH AS PAINTS, OILS, SOLVENTS, ASPHALT, CONCRETE, MOTOR OIL OR ANY OTHER MATERIAL HARMFUL TO THE LIFE OF A TREE, WITHIN THE DRP LINE OF ANY PROTECTED TREE OR GROUP OF TREES.
 - NO DAMAGING ATTACHMENT, WIRES, SIGNS, OR PERMITS MAY BE FASTENED TO ANY PROTECTED TREE, LARGE PROPERTY AREAS CONTAINING PROTECTED TREES AND SPACES.
 - FROM CONSTRUCTION OR LAND CLEARING AREAS, ROAD RIGHTS-OF-WAY AND UTILITY easements MAY BE "REBORN" OR "PROTECTED" RATHER THAN ERRECTING PROTECTIVE FENCING AROUND EACH TREE AS REQUIRED ABOVE. THIS MAY BE ACCOMPLISHED BY PLACING METAL TPOVETS A MINIMUM OF TWENTY-FIVE (25) FEET APART AND TWO INCHES OR MORE FROM EACH CORNER ALONG THE OUTSIDE PERIMETERS OF SUCH AREAS BEING CLEARED, THE INSTALLATION OF UTILITIES, IRRIGATION LINES, OR ANY UNDERGROUND.
 - FEATURES REQUIRING EXCAVATION DEEPER THAN SIX (6) INCHES SHALL BE ACCOMPLISHED BY DRIVING UNDER THE ROOT SYSTEM OF PROTECTED EXISTING TREES AT A MINIMUM DEPTH OF TWENTY-FOUR (24) INCHES, THE AGOR EXISTING IS ESTABLISHED FROM THE FACE OF THE TREE TRUNK BARRIERS SCALED FROM THE TREE DIAMETER AT THE BREAST NEIGH AS DESCRIBED IN THE CHART BELOW.

0-2	1
3-4	2
5-6	3
7-8	4
9-10	5
11-12	6
13-14	7
15-16	8
Over 16	10

PLANTING AND IRRIGATION NOTES

- ALL PLANT MATERIALS SHALL BE IN ACCORDANCE WITH ANY SPECIFICATIONS FOR NUMBER ONE GRADE.
- ALL TURF AREAS TO BE IRRIGATED WITH AN AUTOMATIC POP-UP IRRIGATION SYSTEM. ALL SHRUB BEDS AND TREES ARE TO BE IRRIGATED WITH AN AUTOMATIC DRIP (TRICKLE) IRRIGATION SYSTEM OR ACCEPTABLE ALTERNATIVE. THE IRRIGATION SYSTEM IS TO BE ADJUSTED TO MEET THE WATER REQUIREMENTS OF THE INDIVIDUAL PLANT MATERIAL. DEVELOPER TO PROVIDE IRRIGATION DESIGN AND SPECIFICATIONS PRIOR TO CONSTRUCTION.
- ALL DRYLAND SEED AREAS ARE TO BE MANUALLY IRRIGATED TO ENSURE SEED ESTABLISHMENT.
- ALL TREES TO BE BALLED & BURLAPPED, ROOT CONTROL BAG, OR CONTAINERIZED.
- ALL SHRUB BEDS TO BE MULCHED WITH WOOD MULCH OR GRAVEL MULCH (7\"/>

PLANT LIST & LANDSCAPE CALCULATIONS

QTY	SYMBOL	SCIENTIFIC NAME	COMMON NAME	K-HAL	HEIGHT	SPREAD	CONDITION	SPECIES DIVERSITY	
45	LARGE DECIDUOUS TREES								
13	4-4SB	AGAR FRS FRANKLIN AULIAN BLAZE	AUTUMN BLAZE MAPLE	M	40-50'	30-40'	2 CAL, BAB	14%	
6	5-5SC	FABRICA RIBES VANDER WALLETT	WINTER GREEN	M	50-60'	30-40'	2 CAL, BAB	12%	
12	6-6AC	OLESTRA TRIACANTHOS HERMES SAVINA	RYN HONEYLOCUST	L	40-50'	30-40'	2 CAL, BAB	13%	
3	6-6AC	QUERCUS PURPUREA	NOYSEBERRY	M	40-50'	30-40'	2 CAL, BAB	13%	
11	11A1B	IB.B. AMERICANA RENOVATY	REDMAN LINCOLN	M	40-50'	25-30'	2 CAL, BAB	12%	
29	ORNAMENTAL DECIDUOUS TREES								
12	ACA	AMELANC-ER X CANADENSIS AULIAN BLIANCE	AUTUMN BRILLIANCE SERVICE BERRY	M	15-20'	15-20'	1/2 CAL, BAB	13%	
6	6PP	MALLUS VIRIDIBL PIS	PLAIN TREE CRABAPPLE	M	15-20'	15-20'	1/2 CAL, BAB	7%	
6	6CA	PRUNUS CALIFORNIANA AULIAN BLAZI	AUTUMN BLAZE PEAR	M	20-25'	20-20'	1/2 CAL, BAB	7%	
6	6PC	PRUNUS CALIFORNIANA CHANTICLEERI	CHANTICLEER PEAR	M	20-25'	15-20'	1/2 CAL, BAB	7%	
16	EVERGREEN TREES								
11	11A1	SPINA NANA	AUSTRIAN PINE	L	6-8'	3-4'	0 HIT, BAB	12%	
5	5E1	PRINUS EDLEIS	PRINUS PINE	L	10-12'	5-6'	0 HIT, BAB	8%	
90	TREE TOTAL								
64	EVERGREEN SHRUBS								
64	JB5	JUNIPERUS SAUBA BRADAMOR	BRADAMOR JUNIPER	L	10-15'	6-8'	5 CAL, 2 CONT.	0%	
455	DECIDUOUS SHRUBS								
38	CA1	CORNUS ALBA LEUCODORICA	WAXY GATTIA DOORWOOD	L	6-8'	5-6'	5 CAL, 2 CONT.	0%	
138	PA1A	PEROVSKIA ATROP-EBEROLA	RUSSIAN SPICE	L	3-4'	3-4'	5 CAL, 2 CONT.	0%	
24	RAC	ROSA AUSTRIAN COPPER	AUSTRIAN COPPER ROSE	L	6-8'	6-8'	5 CAL, 2 CONT.	0%	
108	R09W	ROSA WILDENBERGENSE	WILDENBERG ROSE	L	3-4'	4-5'	5 CAL, 2 CONT.	0%	
6	SA1	SALIX AUREA	SALIX CHINESE WILLOW	M	3-4'	4-5'	5 CAL, 2 CONT.	0%	
95	SBC1	SYMBICAR X PRISTONAL MISS CANADA	RUB CANADIAN BLAZE	L	6-8'	6-8'	5 CAL, 2 CONT.	0%	
519	SHRUB TOTAL								
158	ORNAMENTAL GRASSES								
79	CAK	CALAMAGROSTIS ACUTIFLORA KARL FORRESTER	FEATHER REED GRASS	L	4-5'	2-3'	1 CAL, 2 CONT.	0%	
88	SSC	SCORPACHRYMUS SCOPARIUM	LETTUCE BLUESTEM GRASS	L	3-4'	2-3'	1 CAL, 2 CONT.	0%	

EXISTING TREE SCHEDULE

TREE NO.	SPECIES	HEIGHT/CAL. (APPROX)	CONDITION	RECOMMENDATION
1	SPRUCE	HT-10'	GOOD	RETAIN
2	SPRUCE	HT-10'	GOOD	RETAIN
3	SPRUCE	HT-10'	GOOD	RETAIN
4	SPRUCE	HT-10'	GOOD	RETAIN
5	SPRUCE	HT-10'	GOOD	RETAIN
6	SPRUCE	HT-10'	GOOD	RETAIN
7	SPRUCE	HT-10'	GOOD	RETAIN
8	SPRUCE	HT-10'	GOOD	RETAIN
9	SPRUCE	HT-10'	GOOD	RETAIN
10	SPRUCE	HT-10'	GOOD	RETAIN
11	SPRUCE	HT-10'	GOOD	RETAIN
12	SPRUCE	HT-10'	GOOD	RETAIN
13	SPRUCE	HT-10'	GOOD	RETAIN
14	SPRUCE	HT-10'	GOOD	RETAIN

CITY OF GREELEY

Reviewed By: (Date) _____

Walter/Greene Director

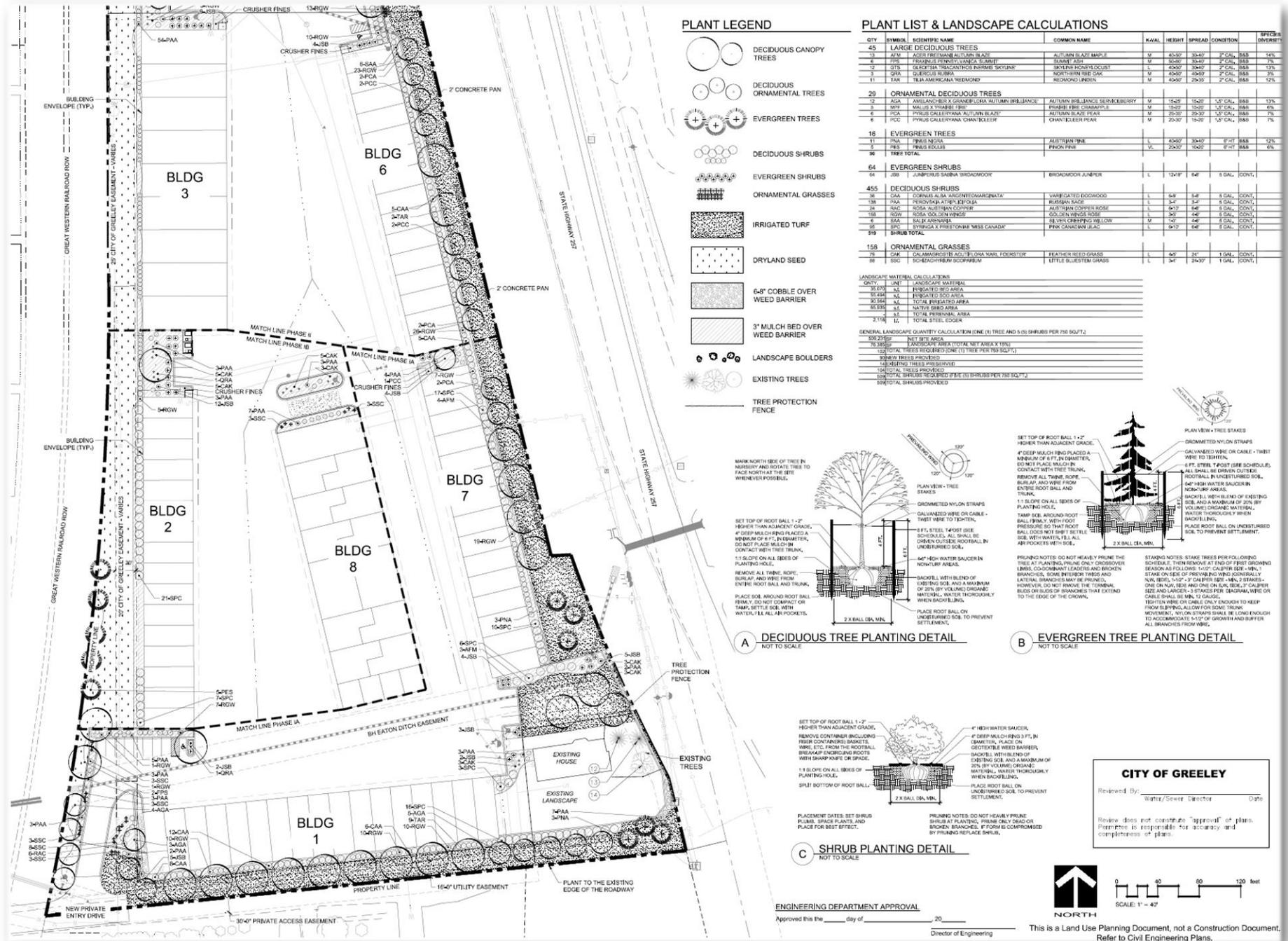
Review does not constitute "approval" of plans.
Permittee is responsible for accuracy and completeness of plans.

ENGINEERING DEPARTMENT APPROVAL
Approved this _____ day of _____ 20____
Director of Engineering



This is a Land Use Planning Document, not a Construction Document. Refer to Civil Engineering Plans.

LANDSCAPE PLAN (2 OF 2)



A DECIDUOUS TREE PLANTING DETAIL
NOT TO SCALE

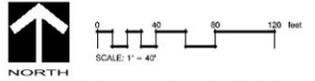
B EVERGREEN TREE PLANTING DETAIL
NOT TO SCALE

C SHRUB PLANTING DETAIL
NOT TO SCALE

CITY OF GREELEY
Reviewed By: _____ Date: _____
Water/Sewer Director

Review does not constitute approval of plans. Professional is responsible for accuracy and completeness of plans.

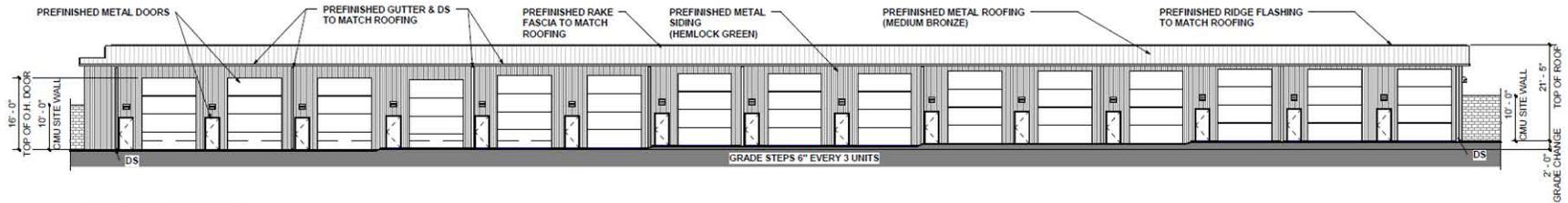
ENGINEERING DEPARTMENT APPROVAL
Approved this _____ day of _____, 20__
Director of Engineering



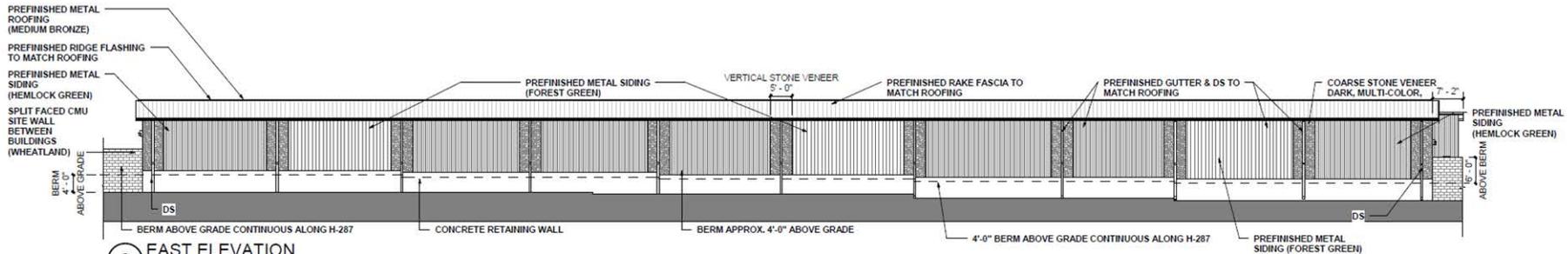
ELEVATIONS (1 OF 2 EXAMPLE)

EXTERIOR FINISH SCHEDULE

METAL SIDING (MAIN BODY)	HEMLOCK GREEN
METAL SIDING (ACCENT)	FOREST GREEN
METAL ROOF	MEDIUM BRONZE
METAL FLASHING & DS	MEDIUM BRONZE
CMU VENEER	WHEATLAND

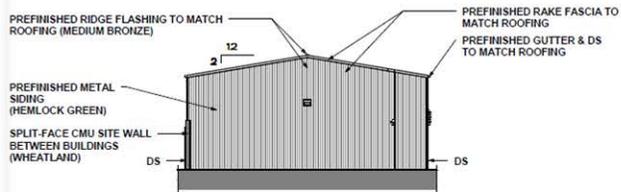


1 WEST ELEVATION
SCALE: 1/16" = 1'-0"

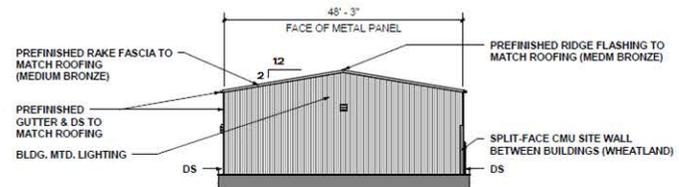
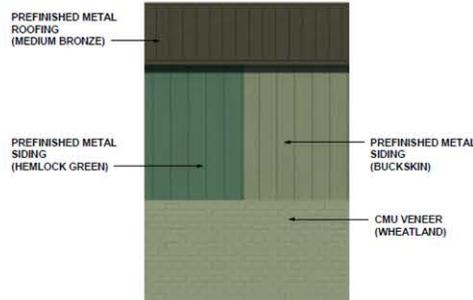


2 EAST ELEVATION
SCALE: 1/16" = 1'-0"

MATERIAL PROFILE



3 NORTH ELEVATION
SCALE: 1/16" = 1'-0"

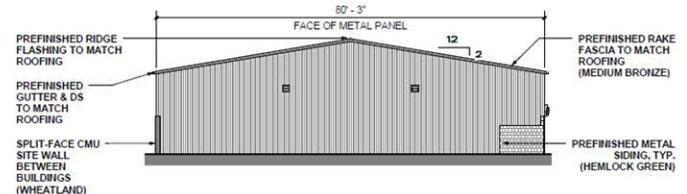
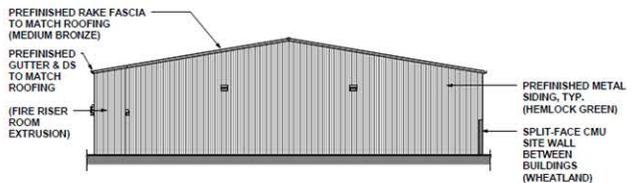
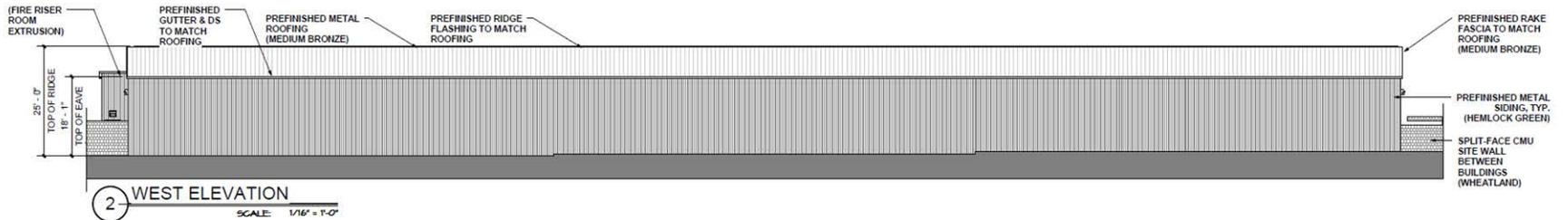
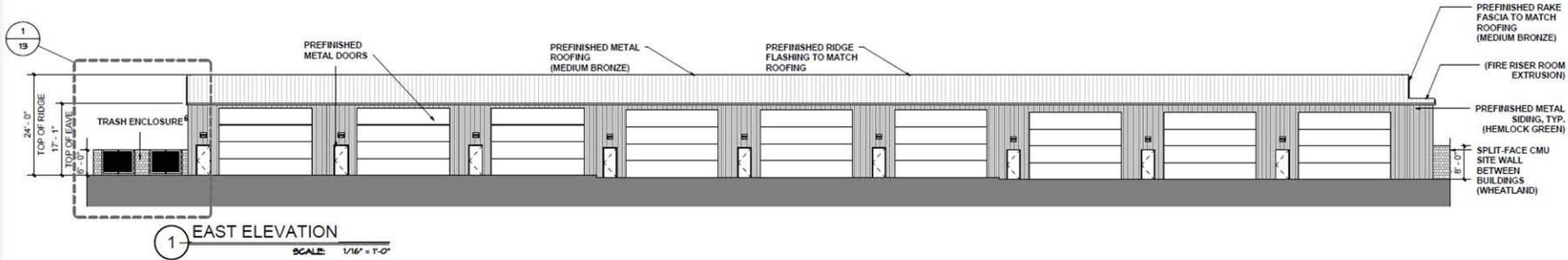


4 SOUTH ELEVATION
SCALE: 1/16" = 1'-0"

ELEVATIONS (2 OF 2 EXAMPLE)

EXTERIOR FINISH SCHEDULE

METAL SIDING (MAIN BODY)	HEMLOCK GREEN
METAL SIDING (ACCENT)	FOREST GREEN
METAL ROOF	MEDIUM BRONZE
METAL FLASHING & DS	MEDIUM BRONZE
CMU VENEER	WHEATLAND





MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Scott Ballstadt, AICP, Director of Planning
From: Josh Olhava, AICP, Senior Planner
Subject: Public Hearing and Ordinance No. 2016-1519 – An Ordinance Approving the Re-zoning of Tract A, Hilltop Estates Subdivision – Dr. Ahmed M. Sherif and Rabla A. Haderi, applicants/ Thomas Canzona and William Garcia, applicant's representatives
Location: 1264 Barn Owl Court
Item #: C.2.C.3

Background:

The applicants, Dr. Ahmed M. Sherif and Rabla A. Haderi, represented by Mr. Thomas Canzona and Mr. William Garcia, are requesting to rezone approximately 9.6 acres from Single Family Residential (SF-1) to Low Density Estate Residential (E-1) zoning (please see the enclosed rezoning plat and staff powerpoint). Staff is concurrently reviewing a minor subdivision to split the lot into two estate lots.

- Lot 1 = approximately 6.5 acres
- Lot 2 = approximately 3.1 acres

The draft minor subdivision plat has been incorporated into the staff powerpoint for reference. Staff is working with the applicants to confirm maintenance responsibilities of the existing detention pond that was platted with the original subdivision. Lastly, the applicants received approval for the use of a septic system for Tract A, subject to the property being rezoned to E-1. Sewer is not accessible and septic systems are used throughout Hilltop Estates; so the proposed lots will be compatible with the existing neighborhood and neighbors use of septic systems.

On Tuesday, January 5, 2016, the applicant's representatives held a neighborhood meeting in the Aspen Room at the Community Recreation Center. There were approximately 9 neighbors in attendance. The neighbors asked project specific questions regarding the proposal and planned improvements on the site, what the change in zoning allows and how access will be provided to the proposed 2 lots. The remaining concerns were in regard to the subdivision as a whole and the issues with drainage and maintenance of drainage swales and culverts throughout the subdivision. (please see the enclosed neighborhood meeting summary notes) There were no public present at the March 2, 2016 Planning Commission public hearing. A draft excerpt from the Planning Commission meeting minutes is enclosed for reference.

Conformance with Comprehensive Plan: The application is consistent with the following Overall Land Use goal and policy of the Comprehensive Plan:

Goal: Promote the development of Windsor in an orderly manner that will provide a well-balanced land use pattern which will provide for the efficient and effective ongoing extension of public services and facilities.

Policy: Infill development of all types of land uses should be encouraged, to ensure more efficient use of infrastructure, strengthen existing neighborhood connections, preserve the economic viability of the Town Center, and meet all Town Development Standards.

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

A neighborhood meeting was held on Tuesday, January 5, 2016 at 6:00 PM in the Aspen Room at the Community Recreation Center. Notifications for this meeting were as follows:

- December 14, 2015 – affidavit of mailing to property owners within 300 feet
- December 20, 2015 – legal ad published in the paper

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

- February 18, 2016 - property posted with a notification sign
- February 15, 2016 - legal notice posted on the Town of Windsor website
- February 19, 2016 - legal ad published in the Tribune
- February 16, 2016 - affidavit of letters mailed to the adjacent property owners

Recommendation: At their March 2, 2016 regular meeting, the Planning Commission forwarded a recommendation of approval of the rezoning petition and Ordinance No. 2016-1519 to the Town Board, and staff concurs with this recommendation.

Enclosures: Ordinance No. 2016-1519
Application materials & rezoning plat
Neighborhood Meeting –summary notes from January 5, 2016
Planning Commission minutes excerpt (draft)
PowerPoint presentation

pc: Dr. Ahmed M. Sherif and Rabla A. Haderi, applicant
Mr. Thomas Canzona, applicant's representative
Mr. William Garcia, applicant's representative

TOWN OF WINDSOR

ORDINANCE NO. 2016-1519

AN ORDINANCE PURSUANT TO CHAPTER 16, ARTICLE V OF THE *WINDSOR MUNICIPAL CODE* APPROVING THE RE-ZONING OF TRACT A, HILLTOP ESTATES SUBDIVISION, TOWN OF WINDSOR

WHEREAS, the Town of Windsor is a home rule municipality with all powers conferred under Colorado law; and

WHEREAS, the Town has in place a comprehensive system of land use regulations, the purpose of which is to promote the public health, safety and welfare; and

WHEREAS, the Town has adopted the zoning regulations set forth in Chapter 16 of the Windsor Municipal Code (“Zoning Code”), under which parcels of land are identified and classified for regulatory purposes; and

WHEREAS, the Hilltop Estates Subdivision, Tract A (“Property”) is presently zoned “Single Family SF-1” pursuant to the regulations found in Article XXII of the Zoning Code; and

WHEREAS, the owners of the Property, Ahmed M. Sherif and Rabia A. Haderi, have filed a Petition (“Petition”) requesting re-zoning of the Property from its current Single Family SF-1 designation to “Low Density Estate (E-1)” designation; and

WHEREAS, in accordance with the requirements for re-zoning found in Article V of the Zoning Code, the Petition has been reviewed by staff and referred to the Planning Commission for review and recommendation following a public hearing; and

WHEREAS, the Planning Commission has recommended that the Town Board approve the re-zoning request, subject to certain conditions; and

WHEREAS, pursuant to the requirements for re-zoning found in Article V of the Zoning Code, the Town Board has convened a public hearing and heard relevant evidence with respect to the merits of the Petition; and

WHEREAS, based upon the evidence presented at the public hearing, the Town Board concludes that the Petition should be granted, and the Property re-zoned as requested.

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

1. Hilltop Estates Subdivision Tract A (“Property”) is and shall henceforth be rezoned from Single Family SF-to Low Density Estate (E-1).
2. In addition to all other applicable regulations, the use of the Property shall be subject to the regulations found in Chapter 16, Article XIV, Division 1, of the *Windsor Municipal Code*.
3. Pursuant to *Windsor Municipal Code* § 16-5-20 (3), within ten (10) days of the effective date of this Ordinance, Ahmed M. Sherif and Rabia A. Haderi shall submit to the Planning Department a certified copy of a compact disc (CD) containing all drawings that have been approved by the Town, plus two (2) translucent original Mylars of final rezoning maps to be recorded in the office of the Weld County Clerk and Recorder.

Introduced, passed upon a vote of ____ in favor and ____ opposed on first reading and ordered published this 14th day of March, 2016.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

Passed on second reading upon a vote of ____ in favor and ____ opposed, and ordered published this 28th day of March, 2016.

TOWN OF WINDSOR, COLORADO

John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



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*: Sherif Minor Subdivision
Legal Description*: See attached.
Address/Location*: T.B.D Low Density
Existing Zoning: SF1 Proposed Zoning: Estate lot E-1.

3 **OWNER:**

Name(s)*: Ahmed M. Sherif - Rabla A. Haderi
Company: _____
Address*: 1909 Homestead Road - Greeky Co. 80634
Phone #: 970-302-2564 Email*: asherif007@yahoo.com

APPLICANT (Owner or Owner's Representative):

Name*: THOMAS CANZONA
Company: New Horizons & Associates
Address*: 1212 - 38 Ave. Greeky 80634
Phone #: 970-396-5225 Email*: thomascanzona@yahoo.com

AUTHORIZED REPRESENTATIVE:

Name: William Garcia
Company: Coan Payton - Payne.
Address: 5586 - W - 19th St - 2000 - Greeky 80634
Phone #: 970-339-3500 Email: WGARCIA@CP2LAW.COM

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: Thomas Canzona Date: _____
(Print of owner's authorization is required with submittal if signed by Applicant)
Print Name: THOMAS CANZONA *Required fields

REZONING PETITION

We the undersigned, being owners of the property described as Tract A, Hilltop Estates Subdivision, County of Weld, State of Colorado, containing 9.62 acres more or less, hereby request a change in zoning from SF1 to estate and do hereby pay the required fee.

Date

Owners Signature

Mailing Address

10/23/15

Patricia

1212 38th Avenue, Greeley, CO 80634

[Signature]

1212 38th Avenue, Greeley, CO 80634

SHERIF REZONING NARRATIVE

Applicants Dr. Ahmed Sherif and Rabia Haderi purchased the property known as Hilltop Estates Tract A in June of 2015. The property was previously owned by St. Alban's Episcopal Church and initially considered for locating a church facility on the 9.62 acre parcel. The property is currently zoned Single Family Residential (SF-1).

Applicants request a change of zone from SF-1 to Low Density Estate (E-1). Currently, the property does not have access to a municipal sewer line within 100' of the property line. Windsor Municipal Code Sec. 13-1-30 (d) provides an exception to the requirement to connect to a sewer line where such line is not within 100' of the property line. SF-1 zoning, however, requires connection to a municipal sewer line for residential development, making the current zoning impractical for development. In the Town of Windsor, E-1 zoning allows for the use of a septic system. It is Applicants' intention to seek a minor subdivision exemption of the property to create 2 lots and place a residence on each. Each lot will be over 2.5 acres, which is the minimum acreage for placement of a septic system in the E-1 zone, according to Windsor Municipal Code Sec. 16-14-50. Applicants' intended use of the property is an additional benefit to the subdivision, as the placement of two residences will result in fewer vehicle trips in the community than a church's potential usage. This limits the property's road infrastructure impact. Also, there will be less impervious surface, lessening the need for stormwater drainage infrastructure, both on the parcel and on adjacent parcels.

Currently, Hilltop Estates subdivision is a residential community with E-1 zoning. The properties in the subdivision are acreages and are served with septic systems. To the North of the subdivision there are two parcels that are zoned SF-1. To the East of the Northeast of the property are one E-1 zoned property and one Residential Mixed Use (RMU) property, which is currently undeveloped. The subject property has been classified as exempt/religious nonresidential land. The conversion to estate zoned property will increase the taxable value of the property. Further, it will promote uniformity within the Hilltop Estates subdivision by matching the zoning of the neighboring subdivision parcels. To leave the property in SF-1 would leave the appearance of spot zoning, which is not favored. A change from SF-1 to E-1 provides maximum usage of topographical features to promote a balanced residential zoning and maintains the semi-rural environment as intended in Windsor Municipal Code Sec. 16-14-10.

For the above reasons, Applicants submit their rezoning application and request approval.

HILLTOP ESTATES SUBDIVISION REZONING MAP

Tract A, Hilltop Estates Subdivision Town of Windsor, County Of Weld, State Of Colorado

(Part of the Southwest Quarter of Section 29, Township 6 North, Range 67 West of the 6th P.M.)

PROPERTY DESCRIPTION

A plot of a parcel of land in the TOWN OF WINDSOR, County of Weld, Colorado, located in the Southwest Quarter (SW1/4) of Section Twenty-nine (29), Township Six North (6N), Range Sixty-seven West (R67W) of the Sixth Principal Meridian (6th P.M.) and more particularly described as follows:

Tract A, Hilltop Estates Subdivision, recorded in the County of Weld, Colorado, on August 10, 1999 under Reception Number 2712916.

ACKNOWLEDGEMENT OF OWNERSHIP INTEREST

Know all men by these presents that the undersigned, being all the owners, feeholders, and holders of any ownership interest as defined by the Town of Windsor, of the land described herein, have caused such land to be rezoned as indicated on this plat. The width rezoning plat is submitted in accordance with the Windsor Municipal Code. It is hereby acknowledged that all construction, use and development of this property will be in strict accordance with this rezoning plat. It is further acknowledged that deviation from this rezoning plat without the express written consent of the Town of Windsor may result in revocation of the Town's approval of this rezoning plat, denial of building permits, refusal to issue certificates of occupancy, injunctive relief prohibiting use of the property and other remedies available to the Town under the Windsor Municipal Code and other applicable laws of the State of Colorado. Know all men by these presents that the undersigned have caused said land to be laid out and rezoned under the name of HILLTOP ESTATES SUBDIVISION REZONING MAP.

In witness whereof, we have hereunto set our hands and seals this _____ day of _____, 20____.

Ahmed M. Sherif _____ Rabia A. Haderi _____

NOTARIAL CERTIFICATE (To be used in conjunction with all owner's signatures)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by _____

this _____ day of _____, 20____.

My commission expires: _____ Notary Public _____

(SEAL)

NOTICE OF OTHER DOCUMENTS

All persons take notice that certain documents have been executed pertaining to this development, which create certain rights and obligations of this development, the developer and/or subsequent owners of all or portions of the development site, many of which obligations constitute promises and covenants that run with the land. These documents are of record and are on file with the director of planning of the Town of Windsor and should be closely examined by all persons interested in purchasing any portion of the development site.

SURVEYOR'S CERTIFICATE

I certify that this plot accurately represents the results of a survey made by me or under my direct supervision.

PRELIMINARY

Kyle E. Rutz-On behalf of Lat40, Inc.
Colorado Licensed Professional
Land Surveyor No. 38307

BASIS OF BEARINGS AND LINEAL UNIT DEFINITION

Assuming the West line of Tract A as monumented hereon and as bearing North 00°12'09" West per the recorded plat of Hilltop Estates Subdivision as filed in the records of the Weld County Clerk and Recorder under Reception Number 2712916 on August 10, 1999, a distance of 496.81 feet with all other bearings contained herein relative thereto.
The lineal dimensions as contained herein are based upon the "U.S. Survey Foot."

MAYOR'S CERTIFICATE

This is to certify that a rezoning map of the property described herein was approved by Ordinance No. _____ of the Town of Windsor passed and adopted on the _____ day of _____, 2016, A.D. and that the Mayor of the Town of Windsor, as authorized by said ordinance, hereby acknowledges and adopts the said rezoning map upon which this certificate is endorsed for all purposes indicated thereon.

Mayor _____ ATTEST: Tom Clark _____

ENGINEERING DEPARTMENT APPROVAL
Approved this the _____ day of _____, 20____.

Director of Engineering _____

PLANNING COMMISSION APPROVAL
Approved this the _____ day of _____, 20____.

Chairman, Windsor Planning Commission _____

PLANNING DEPARTMENT APPROVAL
Approved this the _____ day of _____, 20____.

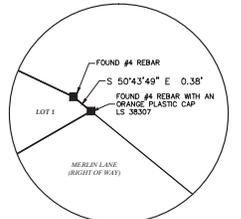
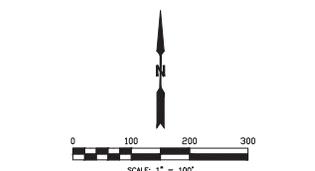
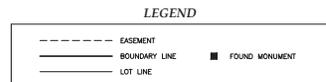
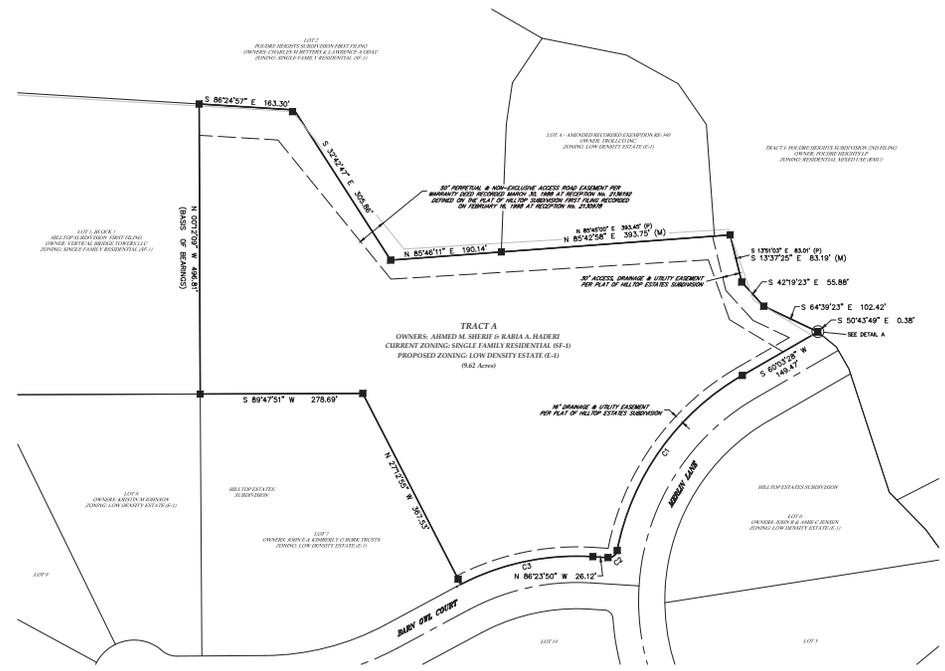
Director of Planning _____

TOWN MANAGER'S APPROVAL
Approved this the _____ day of _____, 20____.

Town Manager _____

NOTE

According to Colorado law, you must commence any legal action based upon any defect in this survey within three years after you discover such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years after the date of the certificate shown hereon. (13-60-105 C.R.S.)



CURVE ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	145.00'	145.00'	S 35°34'50" W	136.80'
C2	21.60'	15.00'	S 52°21'00" W	19.78'
C3	233.94'	145.00'	S 78°11'31" W	231.17'



<p>Lat40, Inc. Professional Land Surveyors 6250 W. 10th Street, Unit 2 Creeley, CO 80634 O: 970-515-5294</p>	DATE: 10/14/2015 FILE NAME: 2015073RPLT DRAWN BY: JSA CHECKED BY: KER SCALE: 1"=100' PROJECT #: 2015073	HILLTOP ESTATES SUBDIVISION TRACT A REZONING MAP AHMED M. SHERIF & RABIA A. HADERI WINDSOR, COLORADO 80550	1 SHEET 1 OF 1
	REVISIONS: PER TOWN OF WINDSOR-DATED 12/17/2015 DATE: 12/8/2015		

Hilltop Estates Subdivision, Tract A – Rezoning Petition
Neighborhood Meeting – summary notes
Tuesday, January 5, 2016
CRC – Aspen Room

Approximately 9 neighbor attendees

Homeowner Questions/Comments/Concerns:

- Q. What are the differences between SF-1 and E-1 zoning densities?
 - A. Staff discussed minimum lot sizes and additional zoning allowances or differences between SF-1 and E-1 zoning.

- Q. What improvements are going to be made to the site?
 - A. Drainage improvements within the existing detention pond and the proposed 1-2 home sites.

- Q. How will the proposed western lot be accessed due to the location of the detention pond?
 - A. The future lot will be accessed along the western edge of the detention pond.

- C. There are a number of drainage issues throughout this area of Hilltop Estates, due to runoff from the portion of Hilltop located south of New Liberty Road. When it rains, that water doesn't slow down and washes out landscaping and overflows existing culvert and ditch systems.
 - Q. Does the Town maintain the existing drainage swales and culverts throughout the subdivision?
 - A. The Town would not typically maintain ditches that are on private property or identified as HOA maintained open space. These concerns will be presented to the Town's Engineering Department.

- Q. The applicant's representatives asked the residents that live nearby if the the detention pond has been maintained by the HOA or private individual recently?
 - A. The residents that knew or lived close by stated, no.
 - C. The applicant's representatives said that the new owner will be improving and maintaining this detention pond, so that should help keep water from backing up in the ditches, thus overtopping the culverts in place

- Q. What is the process for a rezoning application and minor subdivision?
 - A. Staff shared the processes and future notifications required for public hearings on the rezoning petition.

that operate out of the Vaults will go through a review process and will be approved or denied based on the use. The Vaults will not be used for living quarters.

Mr. Tallon inquired if these were originally called Man Caves.
Mr. Donohoo stated they were.

Mr. Bushelman inquired as to what type of businesses will be allowed to operate from the Vaults.

Mr. Donohoo stated the businesses that operate out of the Vaults will need to comply with zoning requirements and well as the uses allowed for the property. Any type of retail that will have a flow of customers will not be allowed.

Mr. Olhava stated the Town will review business licenses as well for code compliance.

Mr. Bushelman inquired if the site is in a flood plain and if so has that issue been addressed.

Mr. Olhava stated it has been reviewed by Town engineering staff and there are no comments from them.

Mr. Bushelman inquired about the existing guardrail.

Mr. Olhava stated the existing driveway on the south end has a guardrail closer to the highway. The applicants have been asked to pull that guardrail back so no one is driving down the bank.

Mr. Bushelman inquired if the emergency exit will remain an emergency exit.

Mr. Donohoo stated it will be utilized as an emergency exit.

Mr. Scheffel inquired if the look and feel of this building will be comparable to the facility to the north.

Mr. Olhava stated it will be different from that facility due to location of the building and the landscape buffer opportunities.

Mr. Tallon inquired as to how tall the berm will be.

Mr. Donohoo stated the berm is four foot tall and landscape will be on top of the berm.

Mr. Scheffel inquired if this site is zoned the same as the other storage facility and will it have the same caliber of quality that the current storage facility has from the highway.

Mr. Olhava stated it is zoned the same and based on different elements with berms and landscaping as this will add a different element that other properties may not have.

2. Public Hearing – Rezoning Petition – Hilltop Estates Subdivision, Tract A – Dr. Ahmed M. Sherif and Rabla A. Haderi, applicants/ Thomas Canzona and William Garcia, applicant’s representatives

- Staff presentation: Josh Olhava, Senior Planner

Mr. Schick opened up the public hearing.

Per Mr. Olhava the applicants, Dr. Ahmed M. Sherif and Rabla A. Haderi, represented by Mr. Thomas Canzona and Mr. William Garcia, are requesting to rezone approximately 9.6 acres from Single Family Residential (SF-1) to Low Density Estate Residential (E-1) zoning. Staff is concurrently reviewing a minor subdivision to split the lot into two estate lots.

Lot 1 is proposed to include the existing neighborhood detention pond; currently staff is working with the applicants on the management and maintenance of that detention pond. Lot 2 is outside the oil and gas buffer area. The applicants received approval for the use of a septic system for Tract A, subject to the property being rezoned to E-1. Sewer is not accessible and septic systems are used throughout Hilltop Estates; so the proposed lots will be compatible with the existing neighborhood and neighbors use of septic systems.

The application is consistent with various elements of the Comprehensive Plan

Staff recommends that the Planning Commission forward a recommendation of approval of the rezoning petition and ordinance to the Town Board.

Staff requests the following be entered into the record:

- Application;
- Supplemental materials;
- Staff memorandum and supporting documents;
- All testimony presented during the public hearing;
- Recommendation.

Mr. Tallon motioned to close the public hearing; Mr. Harding seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Scheffel, Harding, Bushelman, Dennison

Nays – None

Motion carried.

3. Recommendation to Town Board – Rezoning Petition – Hilltop Estates Subdivision, Tract A – Dr. Ahmed M. Sherif and Rabla A. Haderi, applicants/ Thomas Canzona and William Garcia, applicant's representatives
 - Quasi-judicial action
 - Staff Presentation: Josh Olhava, Senior Planner

Mr. Olhava had nothing further to add.

William Garcia with Coan, Peyton and Payne was present to address the Planning Commission.

Mr. Harding inquired as to the size of the homes proposed for the lots.

Mr. Canzona stated the first will be 10,000 square feet and the second is still in the planning phase but it is estimated to be approximately 8500 square feet.

Mr. Garcia stated it is the intent of Mr. Sherif to live in the home on Lot 1.

Mr. Dennison inquired if there were any concerns from the public meetings.

Mr. Garcia stated drainage issues were a concern. An easement improvement will be placed on the plat for drainage needs. There were also questions regarding the size and type home proposed for the lot.

Mr. Tallon motioned to forward a recommendation of approval of the rezoning petition to the Town Board; Mr. Harding seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Scheffel, Harding, Bushelman, Dennison

Nays – None

Motion carried.

4. Public Hearing – Resolution No. 2016-1 – A Resolution Approving and Adopting the 2016 Town of Windsor Comprehensive Plan

- Staff presentation: Scott Ballstadt, Director of Planning

Mr. motioned to open the public hearing; Mr. seconded the motion. Roll call on the vote resulted as follows:

Yeas – Schick, Tallon, Scheffel, Harding, Bushelman, Dennison

Nays – None

Motion carried.

Per Mr. Ballstadt stated it has been just over a year since the Planning Commission and Town Board kicked off the Comprehensive Plan process in early 2015. Extensive public outreach has occurred during that time to include public open houses, district meetings and public visioning sessions.

The outcome of numerous meetings has resulted in the Comprehensive Plan created by consultants Houseal Lavigne and Associates which is currently on the Town's website. The Plan has been revised to include all the comments that came from the joint work session with the Planning Commission and the Town Board. At this point there are wording corrections that need to be made as well as some typographical errors that need corrected.

In accordance with §31-23-206(1), it is the duty of the Planning Commission to make and adopt a master plan for the physical development of the municipality. At their February 22, 2016 regular meeting, the Town Board approved Resolution 2016-11 and forwarded a recommendation that the Planning Commission approve Planning Commission Resolution 2016-1 Approving and Adopting the 2016 Town of Windsor Comprehensive Plan, subject to all remaining Town Board and Planning Commission comments being addressed in the plan.

Mr. Ballstadt stated the primary outstanding comments pertain to the transportation maps based on comments from engineering staff including adding to the transit corridor map. The transit corridor map is showing Crossroads Boulevard, Highway 392 and a potential future



REZONING REQUEST

HILLTOP ESTATES SUBDIVISION, TRACT A

Josh Olhava, AICP
Senior Planner
March 14, 2016

Town Board
Item C.2.C.3



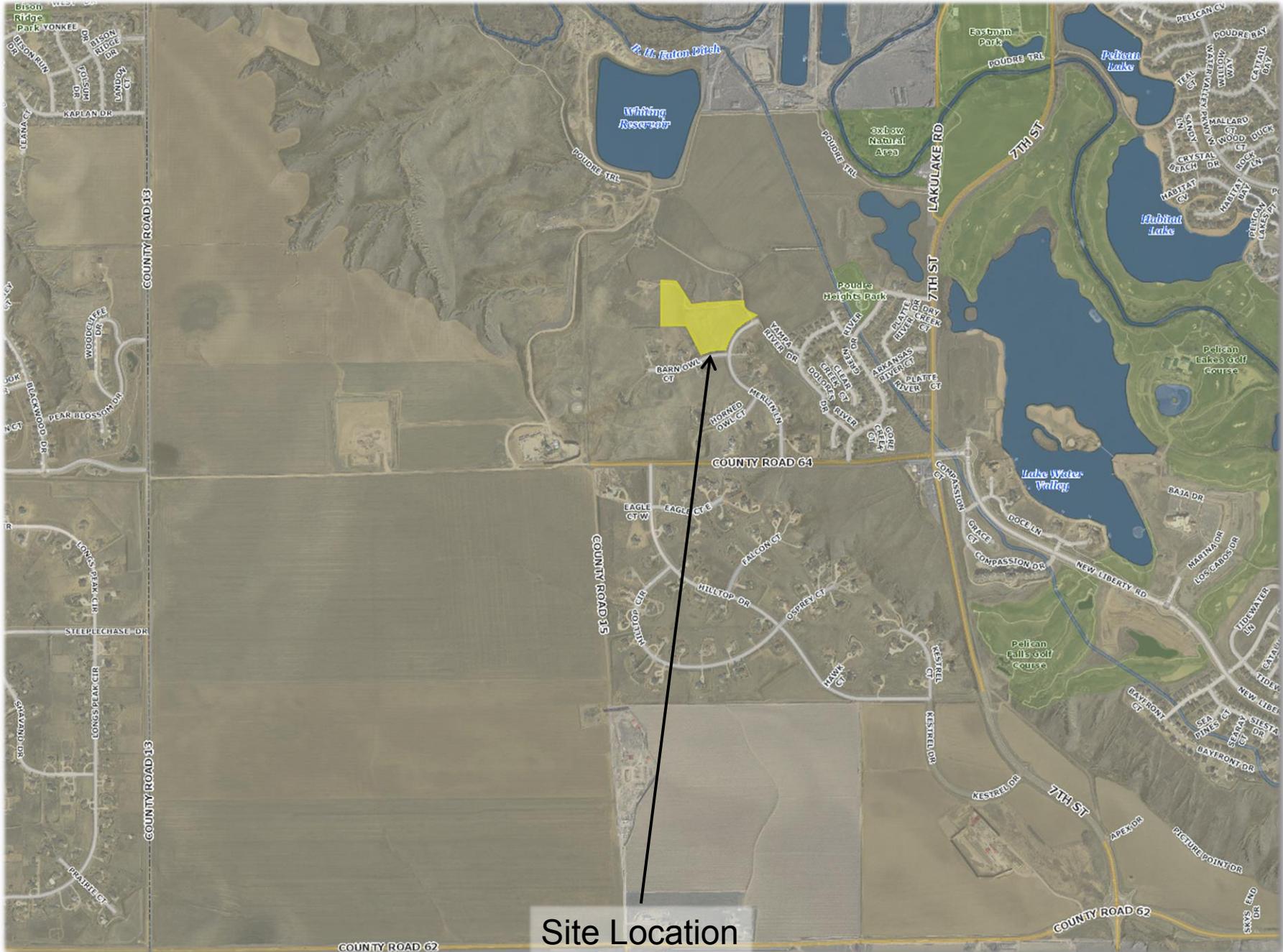
REZONING REQUEST

Article V of Chapter 16 of the Municipal Code outlines the amendment procedures to established zoning districts:

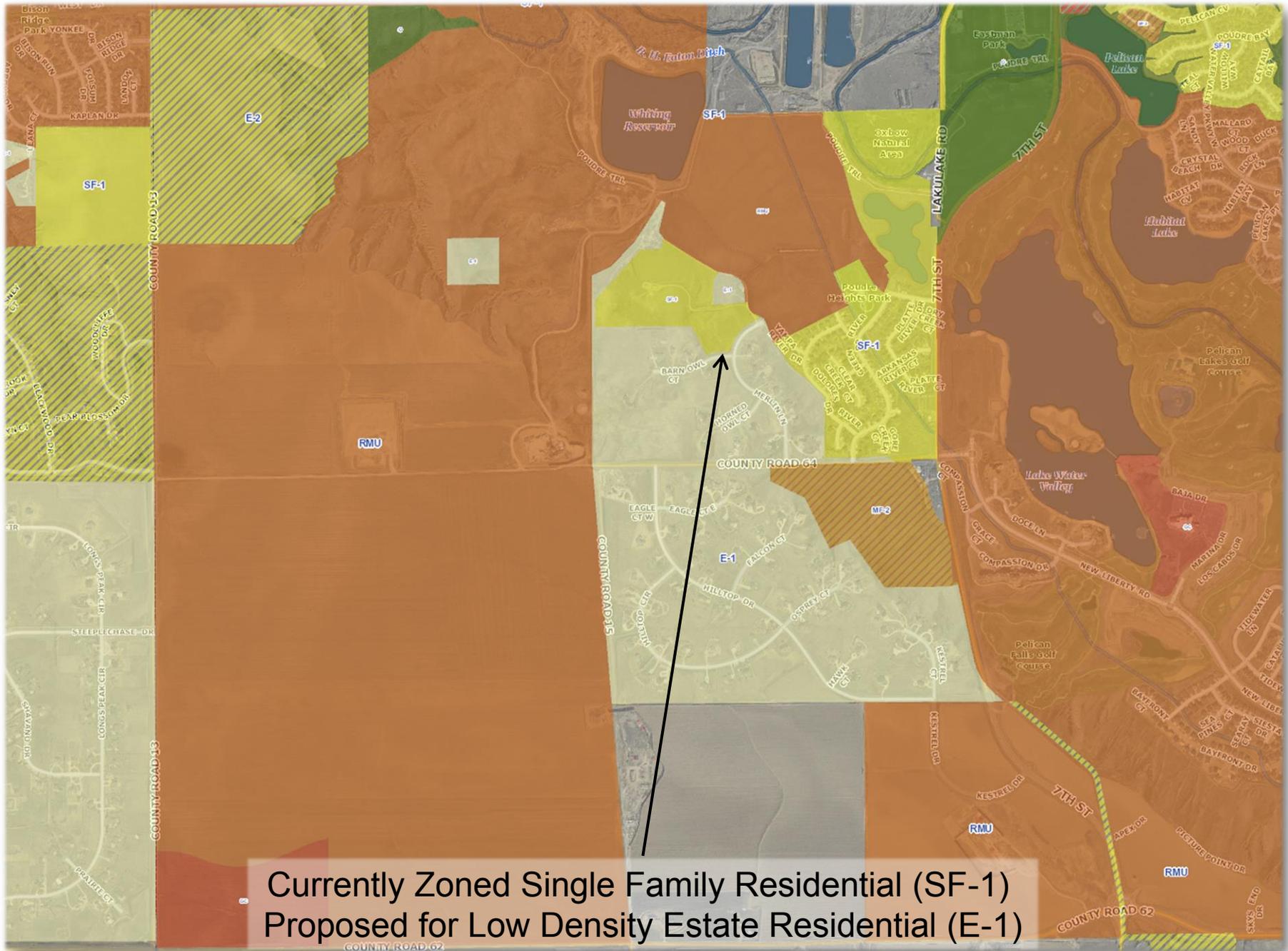
Sec. 16-5-20. Rezoning Applications

“Purpose. The purpose of this Section is to provide a procedure for changing the existing zone classification of a parcel of land within the Town.”

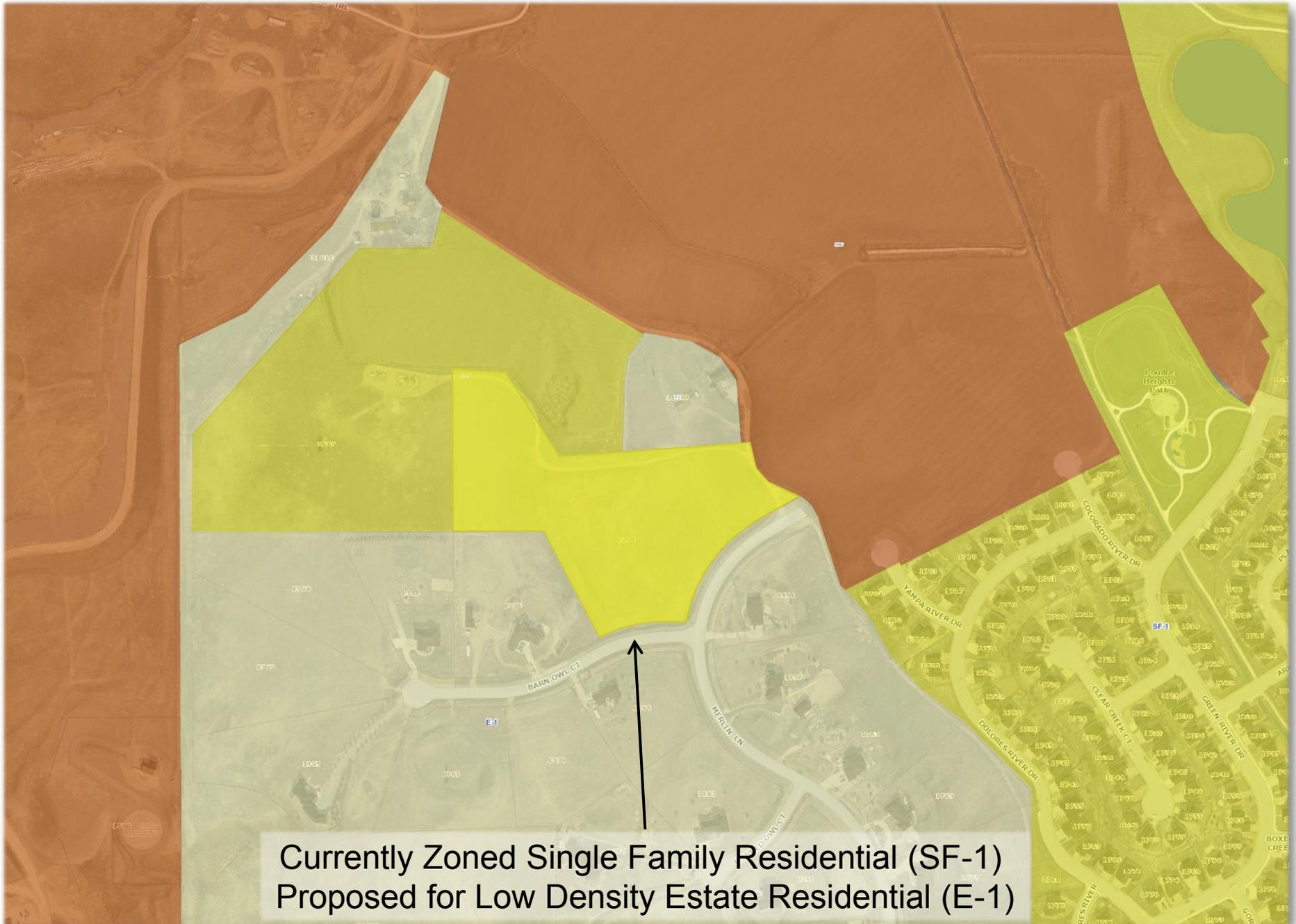
SITE VICINITY MAP



REGIONAL ZONING MAP



SITE PROXIMITY ZONING MAP



REZONING PLAT

HILLTOP ESTATES SUBDIVISION REZONING MAP

Tract A, Hilltop Estates Subdivision Town of Windsor, County Of Weld, State Of Colorado

(Part of the Southwest Quarter of Section 29, Township 6 North, Range 67 West of the 6th P.M.)

PROPERTY DESCRIPTION

A part of a parcel of land in the TOWN OF WINDSOR, County of Weld, Colorado, located in the Southwest Quarter (SW 1/4) of Section Twenty-nine (29), Township Six North (6N), Range Sixty-seven West (R.67W) of the 6th Principal Meridian (6th P.M.) and more particularly described as follows:

Tract A, Hilltop Estates Subdivision, recorded in the County of Weld, Colorado, on August 10, 1999 under Receipts Number 2712016.

ACKNOWLEDGMENT OF OWNERS INTEREST

I, the undersigned, being the undersigned, being the owner, beneficiaries and holders of any ownership interest as defined by the Town of Windsor, of the land described herein, have caused such land to be rezoned as indicated on this plat. The zoning rezoning plat is submitted in accordance with the Windsor Municipal Code. It is hereby acknowledged that all construction, use and development of this property will be in strict accordance with the rezoning plat. It is further acknowledged that this rezoning plat without the express written consent of the Town of Windsor may result in rezoning of the Town's approval of this rezoning plat. Details of building permits, related to issue certificates of occupancy, structure related public use or the property and other applicable laws of the Town under the Windsor Municipal Code and other applicable laws of the State of Colorado. From all time by these persons that the development have caused such land to be laid out and recorded under the name of HILLTOP ESTATES SUBDIVISION REZONING MAP.

In witness whereof, we have hereunto set our hands and seals this _____ day of _____ 20____.

Ahmed M. Sherif

Rabia A. Haderi

NOTARIAL CERTIFICATE (To be used in conjunction with all owner's signatures)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by _____

this _____ day of _____ 20____

My commission expires: _____

Notary Public

(REAL)

NOTE OF OTHER DOCUMENTS

All persons take notice that certain documents have been recorded pertaining to this development, which create certain rights and obligations of the development, the developer and/or subsequent owners of all or portions of the development who may of which obligations constitute provisions and covenants that run with the land. These documents are of record and are on file with the director or planning of the Town of Windsor and should be closely examined by all persons interested in purchasing any portion of the development site.

SURVEYOR'S CERTIFICATE

I certify that this plat accurately represents the results of a survey made by me or under my direct supervision.

PRELIMINARY

John E. Russ-Or, holder of LAT-40, Inc.
Colorado Licensed Professional
Land Surveyor No. 38307

BASES OF BEARINGS AND LINEAL UNIT DEFINITIONS

Assuming the west line of Tract A as an uncorrected bearing and an bearing North 00°12'00" West per the recorded plat of Hilltop Estates Subdivision as filed in the records of the Weld County Clerk and recorded under Receipts Number 2712016 on August 10, 1999, a distance of 456.81 feet with all other bearings contained herein relative thereto.

The linear dimensions as contained herein are based upon the "U.S. Survey Foot."

PLANNING DEPARTMENT APPROVAL

This is to certify that a rezoning map of the property described herein was approved by Ordinance No. _____ of the Town of Windsor passed and adopted on the _____ day of _____ 20____ A.D. and that the Town of Windsor, as evidenced by said ordinance, hereby acknowledges and adopts the said rezoning map upon which this certificate is endorsed for all purposes indicated therein.

Town Clerk

Approved this the _____ day of _____ 20____

Director of Engineering

Approved this the _____ day of _____ 20____

Director of Planning

Approved this the _____ day of _____ 20____

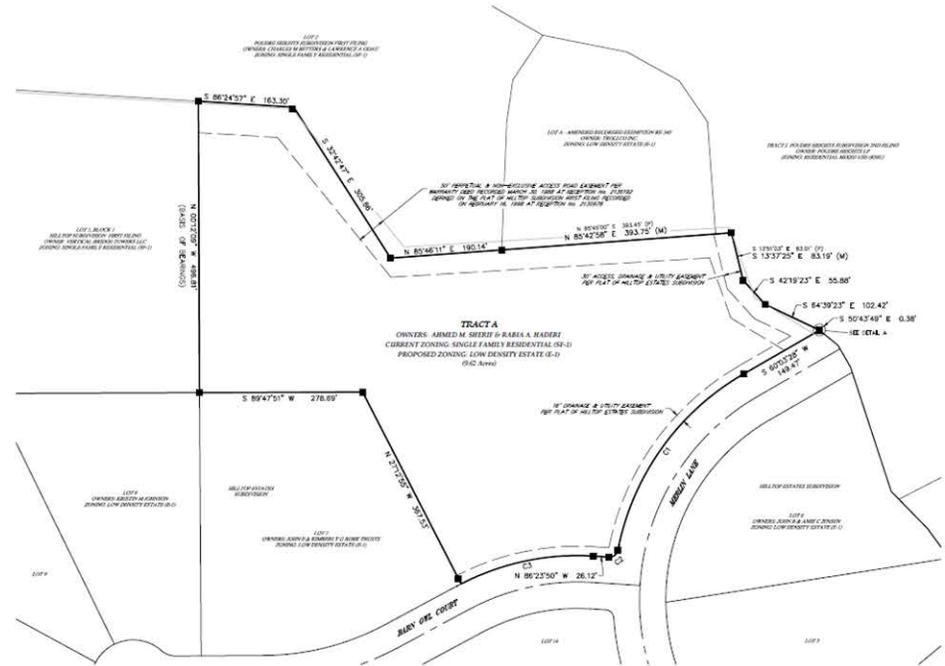
Director of Planning

Approved this the _____ day of _____ 20____

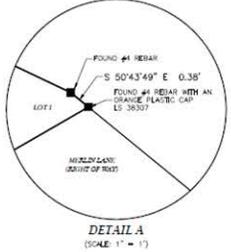
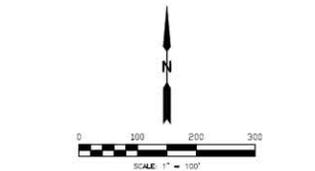
Town Manager

NOTE

According to Colorado law, you must commence any legal action based upon any defect in this survey within three years after you discover such defect. In no event, any action based upon any defect in this survey be commenced more than ten years after the date of the certificate shows herein. (13-80-103 C.R.S.)



VICINITY MAP
SCALE: 1" = 2000'



STATION	ANGLE	BEARING	LENGTH	REMARKS	CHANGING POINT
1+00	133.22	S 89°47'03" W	276.89	1+00	
2+00	117.02	N 71°02'57" N	303.81	2+00	
3+00	117.02	N 89°23'50" W	26.12	3+00	
4+00	133.22	S 50°43'49" E	0.38	4+00	

LAT 40
Professional Land Surveyors
6250 W. 10th Street, Unit 2
Greeley, CO 80634
O: 970-515-5294

DATE: 10/14/2015	FILE NAME: 2015073RPLT	DRAWN BY: USA	CHECKED BY: KER	SCALE: 1"=100'	PROJECT #: 2015073
REVISIONS:	DATE:				
PER TOWN OF WINDSOR-DATED 12/7/2015	12/8/2015				

HILLTOP ESTATES SUBDIVISION
TRACT A REZONING MAP
AHMED M. SHERIF & RABIA A. HADERI
WINDSOR, COLORADO 80550

1

SHEET 1 OF 1

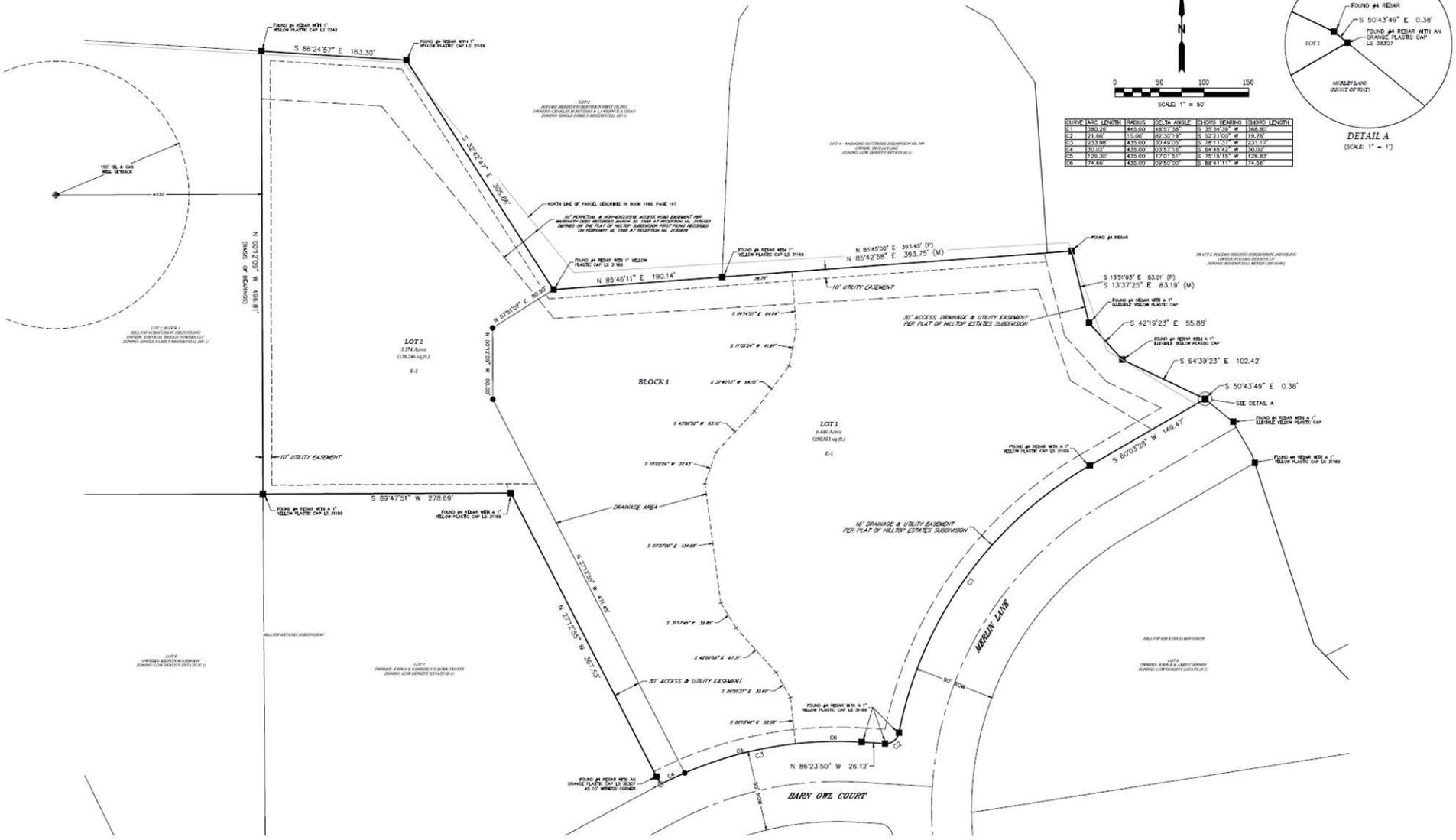
MINOR SUBDIVISION PLAT

(FOR REFERENCE)

HILLTOP ESTATES SUBDIVISION THIRD FILING

Being a Replat of Tract A, Hilltop Estates Subdivision, Town of Windsor, County Of Weld, State Of Colorado

(Part of the Southwest Quarter of Section 29, Township 6 North, Range 67 West of the 6th P.M.)



LEGEND

—	BOUNDARY LINE	■	FOUND MONUMENT AS NOTED HEREON
- - -	LOT LINE	●	SET #4 REBAR WITH AN ORANGE PLASTIC CAP STAMPED 'LS 38307 UNLESS OTHERWISE NOTED
- · - · -	EXISTING EASEMENT	○	CALCULATED POSITION
- · - · -	PROPOSED EASEMENT	○	LOW DENSITY ESTATE ZONING
- · - · -	EXISTING CENTERLINE		

PRELIMINARY
Kyla E. Rutz - On behalf of Lat40, Inc.
Colorado Licensed Professional Land Surveyor No. 38307

LAT 40
Lat40, Inc.
Professional Land Surveyors
6250 W. 10th Street, Unit 2
Greeley, CO 80634
O: 970-515-5294

DATE:	9/4/2015	FILE NAME:	2015073RPLT	DRAWN BY:	JSA	CHECKED BY:	KER	SCALE:	1"=50'	PROJECT #:	2015073
REVISIONS:		DATE:									
PER TOWN OF WINDSOR-DATED 12/1/2015		12/9/2015									
<p>HILLTOP ESTATES 3RD FILING TRACT A REPLAT AHMED M. SHERIF & RABIA A. HADERI WINDSOR, COLORADO 80550</p>											
										2	
SHEET 2 OF 2											

NOTIFICATION AREA

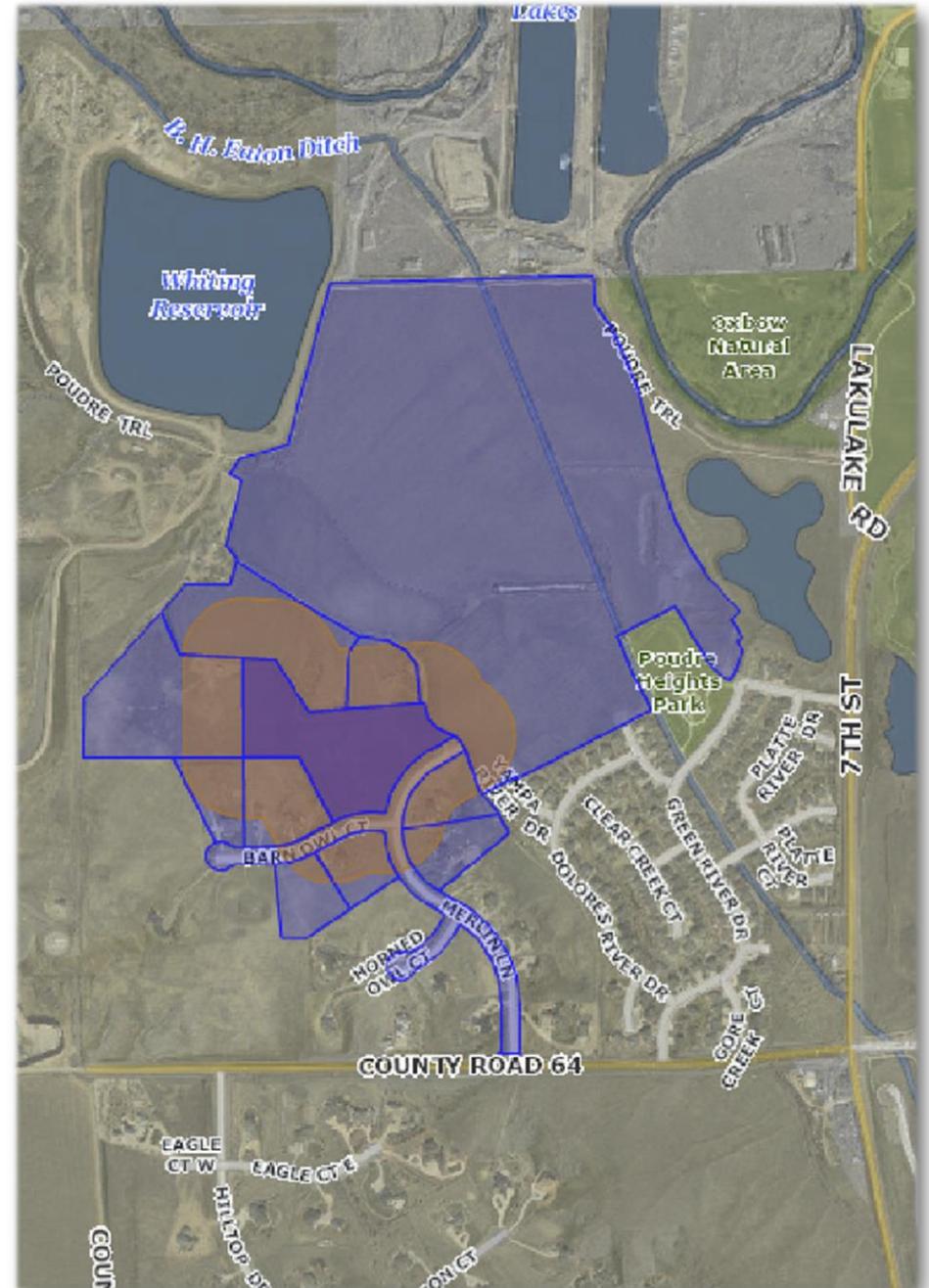
Notification:

Neighborhood Meeting – January 5, 2016. Notifications for this meeting were as follows:

- December 14, 2015 – affidavit of mailing to property owners within 300 feet
- December 20, 2015 – legal ad published in the paper

Public Hearing notifications were as follows:

- February 16, 2016 - affidavit of letters mailed to the adjacent property owners
- February 18, 2016 - property posted with a notification sign
- February 15, 2016 - legal notice posted on the Town of Windsor website
- February 19, 2016 - legal ad published in the Tribune





RECOMMENDATION

At their March 2, 2016 regular meeting, the Planning Commission forwarded a recommendation of approval of the rezoning petition and Ordinance No. 2016-1519 to the Town Board, and staff concurs with this recommendation.



REZONING REQUEST

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- All testimony presented during the Public Hearing
- Recommendation



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Stacy Johnson, Director of Economic Development
Re: CenterPointe Development Group Incentive Request for Starbucks Café
Item #: C.4.a

Background / Discussion:

In December of 2015 Economic Development staff was contacted by Clint Jameson a managing partner for CenterPointe Development Group (CDG) to discuss placing a Starbucks Café & drive thru at 1570 Main street. Mr. Jameson is requesting some assistance with the development fees to be able to build a building for Starbucks Café in Windsor with a 10 year lease with four- five year extensions. In comparison to other projects Mr. Jameson has worked on in other states, the fees were only \$10- \$20,000. Staff received the fee estimate figures from the Town's commercial/industrial building permit fee estimate form from planning. A formal incentive request was received on February 10, 2016 and is included in this packet.

Below is a project review:

CenterPointe Starbucks Café Development

Total Initial Project Investment =	\$1,600,000.00
Building Size	2,200 sq. ft. building
Equipment/FF&E (10 year Lessee)	\$400,000.00
5 year income projections from sales tax (\$1.5 million)	\$225,000.00

Financial Impact:

Fee waivers/reimbursements:	\$61,134.04
-----------------------------	--------------------

Recommendation

Approval of the waiver or reimbursement of fees associated with the CDG development to attract drive thru Starbuck's Café.

Relationship to Strategic Plan:

Diversify, Grow & Strengthen the Local Retail and Industrial Economy

Attachments:

Letter of Request
Town Fee estimate
Cost analysis
Incentive Agreement (including Exhibits A & B)
Resolution No. 2016-15

centerPointe

DEVELOPMENT GROUP

February 10, 2016

Ms. Stacy Johnson
Town of Windsor,
Economic Development Manager
301 Walnut Street
Windsor, CO 80550

RE: New Starbucks Café

Dear Ms. Johnson,

Please accept this letter as our formal request for the Town of Windsor to waive a substantial portion of the estimated fees for our proposed new Starbucks development. Specifically, we would like the Town to waive the Raw Water Fee, the Water & Sewer Plant Investment Fee, the Drainage Fee, and the Road Impact Fee, which are estimated at \$95,720. The reason for this request is due to the exorbitant amount of fees relative to the small nature of this project. Moreover, the fees we are experiencing on the same type of project in similar sized cities are typically in the \$10,000-\$20,000 range, which includes building permits and plan review fees. In order for us to make the deal economics work we must seek relief from the Town.

Just to explain the benefit to the Town for helping us with this request. Starbucks estimates that this store would generate approximately \$1,500,000 in annual sales. Accordingly, if the Town of Windsor sees 3% of the annual sales, that would generate \$45,000.00 annually. Our lease with Starbucks is a 10-year term with 4-5 year options. Just using the base term, that would generate a total amount of \$450,000.00 to the Town of Windsor over the first 10 years of the Starbucks lease. Therefore, if the City grants us relief on the requested \$95,720, the Town would be paid back in just over 2 years!

CenterPointe greatly appreciates all the help you have provided in this process and we are excited about the possibility to finally bring a Starbucks café and drive thru to the Town of Windsor.

I can be reached at 602-538-3637 or clint@centerpointe-dev.com if you have any questions or need further information.

Best,



J. Clint Jameson
CenterPointe Real Estate Group
Managing Member

Building Permit Fee Estimate for Commercial or Industrial buildings

NOTICE
 The Plan Review Fee
 Fire District Fee and
 Administrative Fee
 shown on this
 estimate shall be
 collected at the time
 the bulding permit
 application is
 submitted

Date:	12/10/2015
Name of requestor:	CenterPointe Development Company
Ph/Fx # or e-mail add:	clint@centerpointe-dev.com
Subdivision Name:	Jacoby Farm, 3rd Filing, Lot 7
Address:	1570 Main St
Lot size in SF:	32,670
Use:	Fast Food Restaurant
Building Size in SF:	2,200

Town of Windsor
 Planning Department
 301 Walnut Street
 Windsor, CO 80550
 970 674-2436
 fx 970 674-2456

ESTIMATE ONLY: ALL
 FEES ARE SUBJECT
 TO CHANGE
 WITHOUT NOTICE.
 ESTIMATED FEES
 ARE REFLECTIVE OF
 THE CURRENT
 AMOUNTS IN EFFECT
 AT THE TIME OF THIS
 ESTIMATE REQUEST.
 PLEASE CONTACT
 THE PLANNING
 DEPARTMENT FOR
 ANY FEE CHANGES
 AS YOU ARE GETTING
 CLOSER TO
 SUBMITTAL OF A
 BUILDING PERMIT
 APPLICATION. **SEE**
PAGES 2-3 FOR FEE
EXPLANATION.

Line #

1	Valuation	\$410,000
2	Electrical Valuation	\$40,000

	3 Building Fee	Based on valuation - see schedule	\$1,862.45
4	Electrical Fee	Based on valuation - see schedule	\$575.00
5	Construction Meter	Always \$57.50	\$57.50
6	Plan Review Fee	65% of line 3	\$1,210.59
7	Administrative Fee	25% of lines 3, 4, and 5	\$623.74
8	Raw Water	Contact engineer - see below	\$22,800.00
9	Water Plant Investment	Based on 1 1/2" tap	\$30,801.00
10	Sewer Plant Investment	Based on 1 1/2" tap	\$16,808.00
11	Drainage Fee	See Notes Below (Doug)	\$4,803.80
12	Water Meter and Yoke	Based on 1 1/2" tap	\$1,655.00
13	Irrigation Meter	contact engineer	N/A
14	Fire District Fee	Fire district fee schedule	\$2,250.00
15	Windsor Use Tax	3.95% of 1/2 of Valuation - Line 1	\$8,097.50
16	Larimer County Use Tax	0.65% of 1/2 of Valuation - Line 1	NA - Weld
17	Road Impact Fee	Per Ordinance 2008-1318 - see schedule	\$20,508.40
18	CAC Development Fee		
	TOTAL		\$112,052.98

Building Permit Fee Estimate for Commercial or Industrial buildings

- 1 Valuation is based upon materials and labor for entire building/project, not inclusive of the land, infrastructure, landscaping, etc.
- 2 Electrical valuation is based upon materials and labor for electrical portion of building/project, not inclusive of the land, infrastructure, landscaping, etc.
- 3 Building Permit Fee: \$690.65 for the first \$100,000 plus \$3.78 for each additional \$1,000.00 or fraction thereof.
Formula for this permit: $\$310 \times \$3.78 + \$690.65 = \1862.45
- 4 Electrical Permit Fee: \$2001 and up = \$115.00 plus \$11.50 for each additional \$1,000.00 or fraction thereof.
Formula for this permit: $40 \times \$11.50 + \$115.00 = \$575.00$
- 5 Construction Meter: Always \$57.50
- 6 Plan Review Fee: 65% of line #3 for new commercial bldgs & new 8+ unit multi-family, 30% of line #3 for all other residential and some finishes. $.65 \times \$1,862.45 = \$1,210.59$
- 7 Administrative Fee: 25% of lines 3, 4, 5. $\$1,862.45 + \$575.00 + \$57.50 \times .25 = \623.74
- 8 Raw Water Fee: Site specific and dependent upon water district, type of project, and location - please contact Town Engineer at 970 686-7476. cash-in-lieu = per Acre-foot = acre-feet x / acre-foot = J. $(2.0 - 1.4) \times \$38,000/ \text{a-f} = \$22,800.00$
- 9 Water Plant Investment - Based upon 1 1/2" water tap size - \$30,801.00
- 10 Sewer Plant Investment - Based upon 1 1/2" water tap size - \$16,808.00

Building Permit Fee Estimate for Commercial or Industrial buildings

- 11 Drainage fee: Based upon lot square footage - Formula: Impervious Rate Factor dependent upon use and land coverage x \$0.1838 x Area in Square feet - Please see Ordinance 2003-1148 for detailed information - This fee is dependent upon amount of land covered by parking and buildings,
Formula for this permit: $0.8 \times \$0.1838 \times 32,670 = \$4,803.80$ ***Please note that this fee is an estimate based upon the expected lot coverage, but the fee may be lower, based upon percentage of lot coverage and landscaping, which will be determined upon submittal of a site plan to the Planning Department.
- 12 Water Meter Yoke & Pit - Based upon 1 1/2" water tap size - \$1,655.00
- 13 Irrigation Meter - Fort Collins Loveland Water District N/A (located in Weld County)
- 14 Fire District Fee - Based on Valuation - \$2,250
- 15 Windsor Use Tax: 3.95% of 1/2 of the Valuation
Formula for this permit: $\$380,000. \times 0.5 \times .0395 = \$7,505.00$
- 16 Larimer County Use Tax: 0.6% of 1/2 of the Valuation
Formula for this permit: N/A - (Located in Weld County)
- 17 Road Impact Fee: Based upon proposed use in this building - Please see Ordinance 2008-1318 for detailed information. If a detailed estimate is required, a minimum of \$50.00 is charged and additional consultant fees may be due to determine this cost. The road impact fees are due at issuance of the building permit and should be included in the estimated permit costs.
Formula for this permit: $9,322 / 1000 \times 2200 = \$20,508.40$
- 18 This total is an estimate based upon today's fees. These fees may change in the future.

Cost Analysis

3.14.2016

CenterPointe Development for Starbucks				
Clint Jameson				
<u>Expenses:</u>				
building, land	\$1,600,000			
equipment (FFE from restaurant)	\$400,000			
total investment	\$ 2,000,000.00			
<u>Income:</u>	Approx. Windsor Sales Tax (3.0%) REVENUE			
Year 1				
Info from CenterPointe for Starbucks	\$45,000.00	(based off \$1,500,000 projected revenue)		
Fees for CenterPointe/ Starbucks				
*based off of information provided by Windsor Commercial tenant finish Fee estimate form				
Building Fee	\$1,862.45			
Electrical Fee	\$575.00			
Construction Meter	\$57.50			
Plan Review Fee	\$1,210.59			
Administrative Fee	\$623.74	Waive up front		
Raw Water	\$22,800.00			
Water Plant Investment	\$30,801.00	Reimburse at C.O.		
Sewer Plant Investment	\$16,808.00	Reimburse at C.O.		
Drainage Fee	\$4,803.80	Waive up front		
Water Meter and Yoke	\$1,655.00			
Irrigation Meter	N/A			
Fire District Fee	\$4,500.00			
Windsor Use Tax	\$8,097.50	Waive up front		
Larimer County Use Tax	N/A - Weld			
Road Impact Fee	\$20,508.40			
CAC Development Fee	N/A			
Total FEES	\$ 112,052.98			
Total incentives	\$61,113.04			
Total sales tax revenue at 3% (5 years) estimated	\$225,000.00			
Incentive waivers/reimbursements	Payback in	1.36 years		

**AGREEMENT FOR ECONOMIC INDUCEMENTS
AND
DEVELOPMENT INCENTIVES**

THIS AGREEMENT FOR CERTAIN ECONOMIC INDUCEMENTS AND DEVELOPMENT INCENTIVES (“Agreement”) is executed this ____ day of _____, 2016 (“Effective Date”), by and between the TOWN OF WINDSOR, COLORADO, a Colorado home rule municipal corporation (“Town”) with an address of 301 Walnut Street, Windsor, Colorado 80550, and CDG – Windsor, LLC, an Arizona limited liability company (“CDG”) with an address of 4014 N. Goldwater Blvd, #204, Scottsdale, AZ 85251, Attn: J. Clint Jameson.

RECITALS

- A. CDG is negotiating a purchase of real property within the Town’s corporate limits, legally described as all of Lot 7, Jacoby Farm Subdivision, Third Filing, consisting of approximately .749 acres (“Property”). A aerial rendering of the Property is attached hereto as “Exhibit A”.
- B. On or before the Effective Date, CDG anticipates owning or having a contractual right to own the Property.
- C. CDG intends to construct and operate a retail or restaurant and related outdoor facilities (“Facility”) upon the Property.
- D. Construction of the Facility will provide substantial economic benefits to the Town, including but not limited to, increased sales tax, property tax and the creation of new jobs.
- E. Subject to the terms and conditions herein, CDG is requesting, and the Town desires to grant, certain economic inducements and incentives to facilitate the construction of the Facility.
- F. It is an appropriate and lawful function of Colorado municipalities to encourage industrial development through economic inducements and incentives.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and CDG agree as follows:

- 1. The foregoing Recitals are fully incorporated herein by this reference with the same force and effect as though restated below.

2. Notwithstanding anything to the contrary stated herein, CDG shall have no obligation to construct the Facility. This Agreement does not create any obligation to construct the Facility at any time, under any circumstances whatsoever. Likewise, the Town's obligation to provide CDG with the economic inducements and incentive described below is subject both to CDG's acquisition of the Property, construction of the Facility and issuance of a certificate of occupancy for the Facility. If any of the foregoing conditions do not come to pass, the Town shall have no obligation to provide inducements or incentives under this Agreement.
3. Provided that CDG acquires the Property and constructs the Facility, CDG intends to initiate retail operations within the Facility on or before April 1, 2017 ("Opening Date"). Failure of CDG to acquire the property, construct the Facility and initiate retail operations within the Facility by the Opening Date shall render this Agreement null and void.
4. The Town maintains certain guidelines for evaluating the public benefit of retail development within its corporate limits, and the value of providing economic inducements and incentives to encourage and sustain such development. In reliance upon certain documentation provided to the Town, the Town has determined that construction and operation of the Facility satisfies such guidelines and will be of substantial economic benefit to the Town and to Weld County.

The Town's determination of inducements and incentives primarily and substantially stems from certain information and representations provided by CDG about the nature of the Facility, the investment into the Facility, property tax projections, sales tax estimates, and employment to be generated. Specifically, CDG presented the its letter dated February 10, 2016, and certain architectural renderings of the Facility proposed for the Property. The letter dated February 10, 2016, is attached and incorporated herein as Exhibit B.

Notwithstanding the aforementioned Exhibit B, the total value of the incentives and inducements in the aggregate and the value of each such incentive and inducement contemplated herein shall not be final until the Town's issuance of a building permit for the Facility in keeping with customary building permit policy. Accordingly, the total value of the incentives and inducements, and the value of each as contemplated herein, may increase or decrease (if at all); such are dependent upon the value of such incentives and inducements as stated in the building permit, as issued by the Town. In other words, the building permit shall be determinative of the total value of the incentives and inducements in the aggregate, and the value of each, as contemplated herein.

5. In light of the foregoing, the Town agrees as follows:

- a. In accordance with the *Windsor Municipal Code*, the construction of the Facility will require the payment of a water plant investment fee in an amount sufficient to provide a 1-1/2" water tap to the Facility. This fee is currently valued at approximately \$30,801.00. Subject to the terms and conditions of this agreement, CDG will pay this fee at the time of building permit issuance, and the Town will reimburse it within thirty (30) days of the Town's issuance of the permanent Certificate of Occupancy for the Facility. Such reimbursement shall be deemed a permanent waiver of the Town's right to collect the water plant investment fee for the construction of the Facility.
- b. In accordance with the *Windsor Municipal Code*, the construction of the Facility on the Property will require the payment of a Town administrative fee in the amount of approximately \$623.74. Subject to the terms and conditions of this agreement, CDG will not be required to pay this fee at the time of building permit issuance, and the Town will permanently and irrevocably waive the payment of such fee at such time as a Certificate of Occupancy issues for the Facility.
- c. In accordance with the *Windsor Municipal Code*, the construction of the Facility will require the payment of a sewer plant investment fee in an amount sufficient to provide a 1-1/2" sewer tap to the Facility. The fee is valued at approximately \$16,808.00. Subject to the terms and conditions of this agreement, CDG will pay this fee at the time of building permit issuance, and the Town will reimburse it within thirty (30) days of the Town's issuance of the permanent Certificate of Occupancy for the Facility. Such reimbursement shall be deemed a permanent waiver of the Town's right to collect the water plant investment fee for the construction of the Facility.
- d. In accordance with the *Windsor Municipal Code*, the construction of the Facility on the Property will require the payment of a storm water drainage fee valued at approximately \$4,803.80. Subject to the terms and conditions of this agreement, CDG will not be required to pay this fee at the time of building permit issuance, and the Town will permanently and irrevocably waive the payment of such fee at such time as a Certificate of Occupancy issues for the Facility.
- e. In accordance with the *Windsor Municipal Code*, the construction of the Facility is expected to result in the payment of construction use tax in the amount of approximately \$8,097.50. Subject to the terms and conditions of this agreement, CDG will not be required to pay these taxes at the time of building permit issuance, and the Town will permanently and irrevocably waive such taxes within at such time as a Certificate of Occupancy issues for the Facility.



6. This writing constitutes the entire agreement between the parties with respect to its subject matter, and supersedes any prior written or oral communication, negotiations, agreements, representations and understandings between them with respect to its subject matter.
7. This Agreement may not be modified, enlarged or altered, except in writing, signed by both parties.
8. Except to affiliates of CDG, neither party may assign the benefits or burdens of this Agreement without the express written consent of the other, provided that such consent shall not be unreasonably withheld, delayed or conditioned.
9. There are no third-party beneficiaries intended under this Agreement. No person shall have a right of enforcement as to the terms set forth herein, except the parties whose signatures appear below.
10. This Agreement shall be governed by and construed in accordance with the law of the State of Colorado. Venue for all purposes shall be deemed proper in the District Court of Weld County, Colorado.
11. A waiver by either party of a breach of any of the provisions of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or another provision of this Agreement.
12. If any part, term or provision of this Agreement is held by the courts to be illegal or otherwise unenforceable, such illegality or unenforceability shall not affect the validity of any other part, term of provision, and the rights of the parties shall be construed as if the part, term or provision in question was never part of this Agreement.
13. The Town's obligations under this Agreement are subject to appropriation. Nothing herein shall be deemed a multiple fiscal year obligation under Article X, Section 20 of the Colorado Constitution.

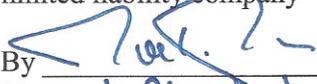
[Remainder of this page intentionally left blank - - signatures on following page]

In witness whereof, the parties have executed this Agreement as of the Effective Date.

TOWN OF WINDSOR, COLORADO

BY: John S. Vazquez, Mayor

CDG – Windsor, LLC, an Arizona
limited liability company

By 
Name J. Clint Jameson
Title Managing Member



Legend

Parcels

Notes

*Starbucks Incentive Agreement:
Location: 1570 Main Street
Legal Description: LOT 7, JACOBY FARM SUBDIVISION
THIRD FILING, COUNTY OF WELD, STATE OF COLORADO

0.0 0 0.0 Miles



Scale
1:2,400



THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY.

Date Prepared: 3/7/2016 11:38:17 AM



February 10, 2016

Ms. Stacy Johnson
Town of Windsor,
Economic Development Manager
301 Walnut Street
Windsor, CO 80550

RE: New Starbucks Café

Dear Ms. Johnson,

Please accept this letter as our formal request for the Town of Windsor to waive a substantial portion of the estimated fees for our proposed new Starbucks development. Specifically, we would like the Town to waive the Raw Water Fee, the Water & Sewer Plant Investment Fee, the Drainage Fee, and the Road Impact Fee, which are estimated at \$95,720. The reason for this request is due to the exorbitant amount of fees relative to the small nature of this project. Moreover, the fees we are experiencing on the same type of project in similar sized cities are typically in the \$10,000-\$20,000 range, which includes building permits and plan review fees. In order for us to make the deal economics work we must seek relief from the Town.

Just to explain the benefit to the Town for helping us with this request. Starbucks estimates that this store would generate approximately \$1,500,000 in annual sales. Accordingly, if the Town of Windsor sees 3% of the annual sales, that would generate \$45,000.00 annually. Our lease with Starbucks is a 10-year term with 4-5 year options. Just using the base term, that would generate a total amount of \$450,000.00 to the Town of Windsor over the first 10 years of the Starbucks lease. Therefore, if the City grants us relief on the requested \$95,720, the Town would be paid back in just over 2 years!

CenterPointe greatly appreciates all the help you have provided in this process and we are excited about the possibility to finally bring a Starbucks café and drive thru to the Town of Windsor.

I can be reached at 602-538-3637 or clint@centerpointe-dev.com if you have any questions or need further information.

Best,



J. Clint Jameson
CenterPointe Real Estate Group
Managing Member

TOWN OF WINDSOR, COLORADO

RESOLUTION NO. 2016-15

A RESOLUTION APPROVING AN AGREEMENT FOR CERTAIN ECONOMIC INDUCEMENTS AND DEVELOPMENT INCENTIVES BETWEEN THE TOWN OF WINDSOR, COLORADO, AND CDG-WINDSOR, LLC, WITH RESPECT TO THE DEVELOPMENT OF PROPERTY FOR RETAIL PURPOSES WITHIN THE TOWN OF WINDSOR

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

WHEREAS, CDG-Windsor, LLC, (“CDG”) is a Arizona limited liability company proposing to purchase and develop a retail facility within Lot 7, Jacoby Farm Subdivision, Third Filing, in the Town of Windsor; and

WHEREAS, the Town has established policy by which certain economic incentives and inducements are available to retail developers who are deemed to qualify; and

WHEREAS, Title 31, Article 15, Part 9 of the Colorado Revised Statutes provides that it is a proper exercise of municipal powers to provide economic inducements and incentives to new facilities that bring jobs and tax revenue to the community; and

WHEREAS, CDG has presented the Town with data and specifications intended to justify an offer of economic inducements and incentives from the Town; and

WHEREAS, based upon the data and specifications provided by CDG, and in reliance thereon, the Town has offered economic inducements and incentives, *to wit*: development-related fee reimbursements and waivers in accordance with Colorado law; and

WHEREAS, the Town and CDG have negotiated the attached Agreement for Certain Economic Inducements and Development Incentives (“Agreement”), which terms are incorporated herein by this reference as if set forth fully; and

WHEREAS, the attached Agreement has been reviewed by the Town Board, Town Manager and Town Attorney; and

WHEREAS, the Town Board wishes to approve the attached Agreement, and authorize the Mayor to execute it on the Town’s behalf.

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

1. The attached Agreement for Certain Economic Inducements and Development Incentives, incorporated herein by this reference as if set forth fully, is hereby approved by the Windsor Town Board.
2. The Mayor is hereby authorized to execute the attached Agreement on behalf of Windsor.
3. The Town Attorney is authorized to make necessary revisions to the Agreement in keeping with its essential purposes.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of March, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Kelly Unger, Communications/ Assistant to the Town Manager
Re: Water line grant request
Item #: C.5.

Background / Discussion:

The Town of Windsor has recognized the need to address the deteriorating condition of a section of its water distribution system, which consists of approximately 2,800 linear feet of 16-inch ductile iron (DIP) water transmission main located between 11th Street and 15th Street in Northwest Windsor, running parallel to Stone Mountain Drive and Fernwood Drive. (See attachment #1 for map). According to Town Engineers, this water line is 35 years old. Staff has recorded at least five recorded breaks since 2003. This is the primary transmission main serving more than 450 homes in the neighborhoods immediately south of historic downtown Windsor. Through a recent study, the Town plans on the replacement of this 2,800 linear foot segment of 16-inch transmission line.

Staff is seeking Town Board support for a \$200,000 Tier I Energy Impact Grant from the Department of Local Affairs. The grant is due April 1, 2016

Financial Impact:

Project Costs/Year	2016
Construction	\$ 630,979.45
Property Acquisition	\$ 35,000
Contingency	\$ 133,000
Total:	\$ 798,979.45
Grant Funding:	(\$ 200,000)
Total after Grant Funding:	\$ 598,979.45

Relationship to Strategic Plan:

Goal 4: Develop and Maintain Effective Infrastructure

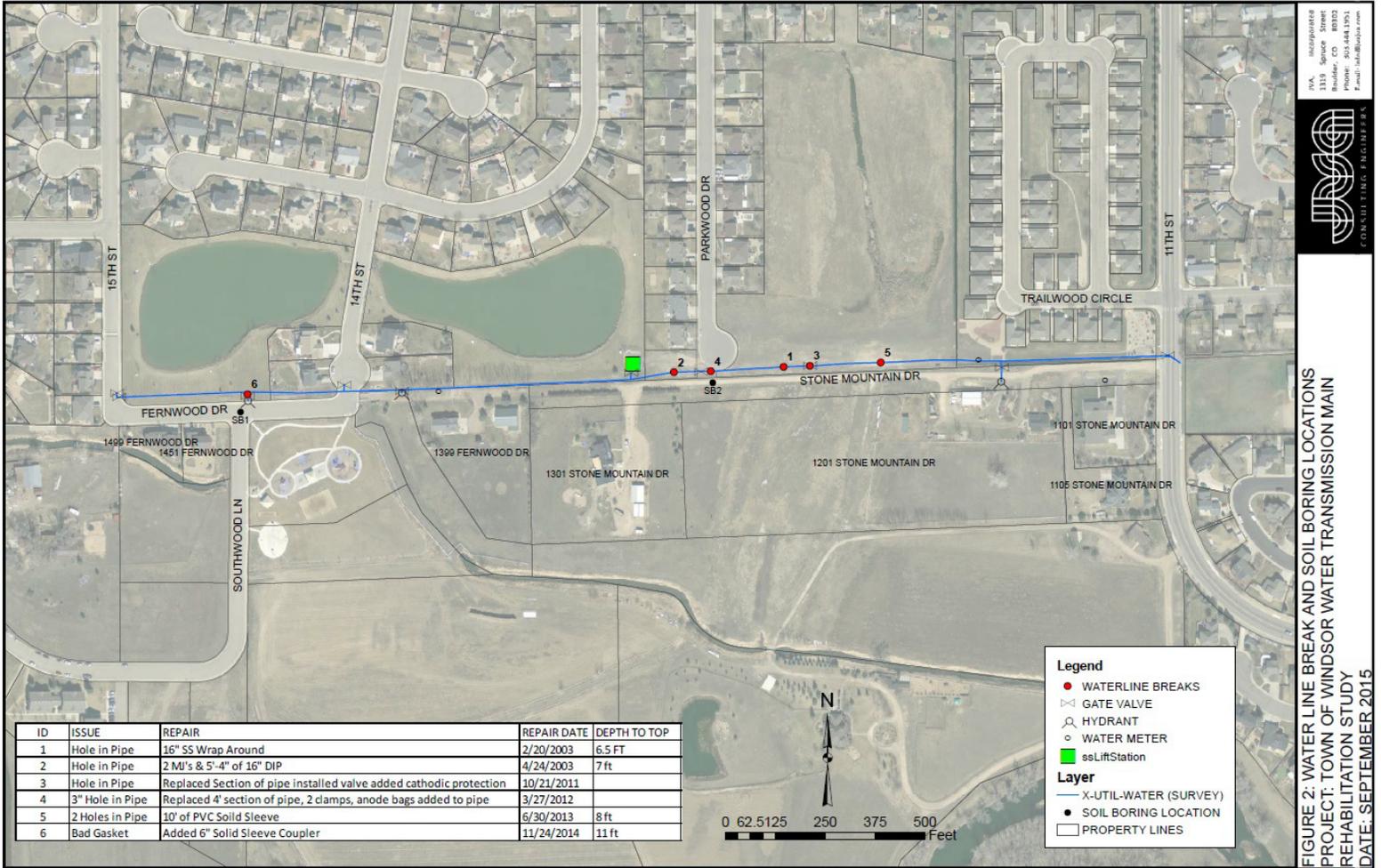
Recommendation:

Staff is recommending Town Board approval of Resolution No. 2016-16 – A Resolution Supporting the Town of Windsor's Efforts at Seeking a Grant from the Colorado Department of Local Affairs Energy and Mineral Impact Assistance Funds for the Purpose of Constructing a Water Line

Attachments:

Attachment #1: Map
Attachment #2: Resolution No. 2016-16

Attachment #1: Map



incorporated
 1704 S. Sprague
 Boulder, CO 80502
 Phone: 303-444-1901
 Email: info@boulder.com

CONSULTING ENGINEERS

FIGURE 2: WATER LINE BREAK AND SOIL BORING LOCATIONS
PROJECT: TOWN OF WINDSOR WATER TRANSMISSION MAIN
REHABILITATION STUDY
DATE: SEPTEMBER 2015

TOWN OF WINDSOR

RESOLUTION NO. 2016-16

A RESOLUTION SUPPORTING THE TOWN OF WINDSOR'S EFFORTS AT SEEKING A GRANT FROM THE COLORADO DEPARTMENT OF LOCAL AFFAIRS ENERGY AND MINERAL IMPACT ASSISTANCE FUNDS FOR THE PURPOSE OF CONSTRUCTING A WATER LINE

WHEREAS, the Town of Windsor ("Town") recognizes the need for a consistent and reliable source water for its citizens and visitors; and

WHEREAS, the Town recognizes the need to replace a deteriorating water line which consist of approximately 2,800 linear feet of 16-inch ductile iron water transmission main located between 11th Street and 15th Street in Northwest Windsor; and

WHEREAS, the Colorado Department of Local Affairs Energy and Mineral Impact Assistance Fund ("Fund") is an available source of funding for local governments to address the various impacts of oil and gas exploration activity within Colorado municipalities; and

WHEREAS, the Town wishes to apply for grant assistance from the Fund, in order to replace the existing water line to provide residents and businesses with a reliable utility service; and

WHEREAS, the proposed new water line will provide a variety of benefits to the Town; and

WHEREAS, the Town Board believes that the Town's efforts to obtain grant funding from the Fund will assist the Town in addressing the impact of oil and gas exploration activity within Weld County and within the Town.

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

1. The Town Board supports the efforts of its administration in securing a grant from the Colorado Department of Local Affairs – Energy and Mineral Impact Assistance Funds for the purpose of planning and constructing a new water line located between 11th Street and 15th Street.
2. The Town Board encourages and authorizes the Town Manager to prepare applications and to provide information necessary to secure this and other available grants to facilitate planning and construction of this water line.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of March 2016.

TOWN OF WINDSOR, COLORADO

By _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: Process for anticipated District 4 vacancy
Item #: C.6.

Background / Discussion:

The April 5, 2016 election will bring a vacancy for District 4 due to Kristie Melendez being elected as Mayor; the current term for District 4 ends April, 2018. The Windsor Municipal Charter at 3.7(D) provides three options for filling a vacancy on the Town Board which are noted below.

The position may remain vacant if it is less than one year until the next regular municipal election.

- The next regular municipal election is April 3, 2018; the vacancy would be for more than one year which eliminates this option.

The Town Board may call for a special election to fill the vacated seat.

- Colorado Revised Statute 31-10-108 sets the requirements for calling a special election; the election has to be on a Tuesday and cannot be called 30 days before or 32 days after a primary, general or congressional vacancy election. Based on those requirements, a Special Election could be held for the District 4 vacancy on Tuesday, May 24, 2016 with a potential cost of \$8,000. Only qualified electors in District 4 would be eligible for this mail-in election.

The Town Board may select a person to fill the position until the next regular municipal election.

- The process for the Town Board to select a candidate to fill the vacated term could be conducted fairly quickly and with minimal expense. The following timeline could provide a candidate to be sworn in no later than May 9:
 - March 15 – Begin publicizing vacancy and request qualified electors from District 4 to complete and submit a letter of interest and application to the Town Clerk. The application would be simply to determine eligibility.
 - April 4 – Last day to submit a letter of interest and application.
 - April 18 – Finalize process for District 4 appointment.
 - May 9 – Appointment made at May 9, 2016 Town Board meeting.

Relationship to Strategic Plan:

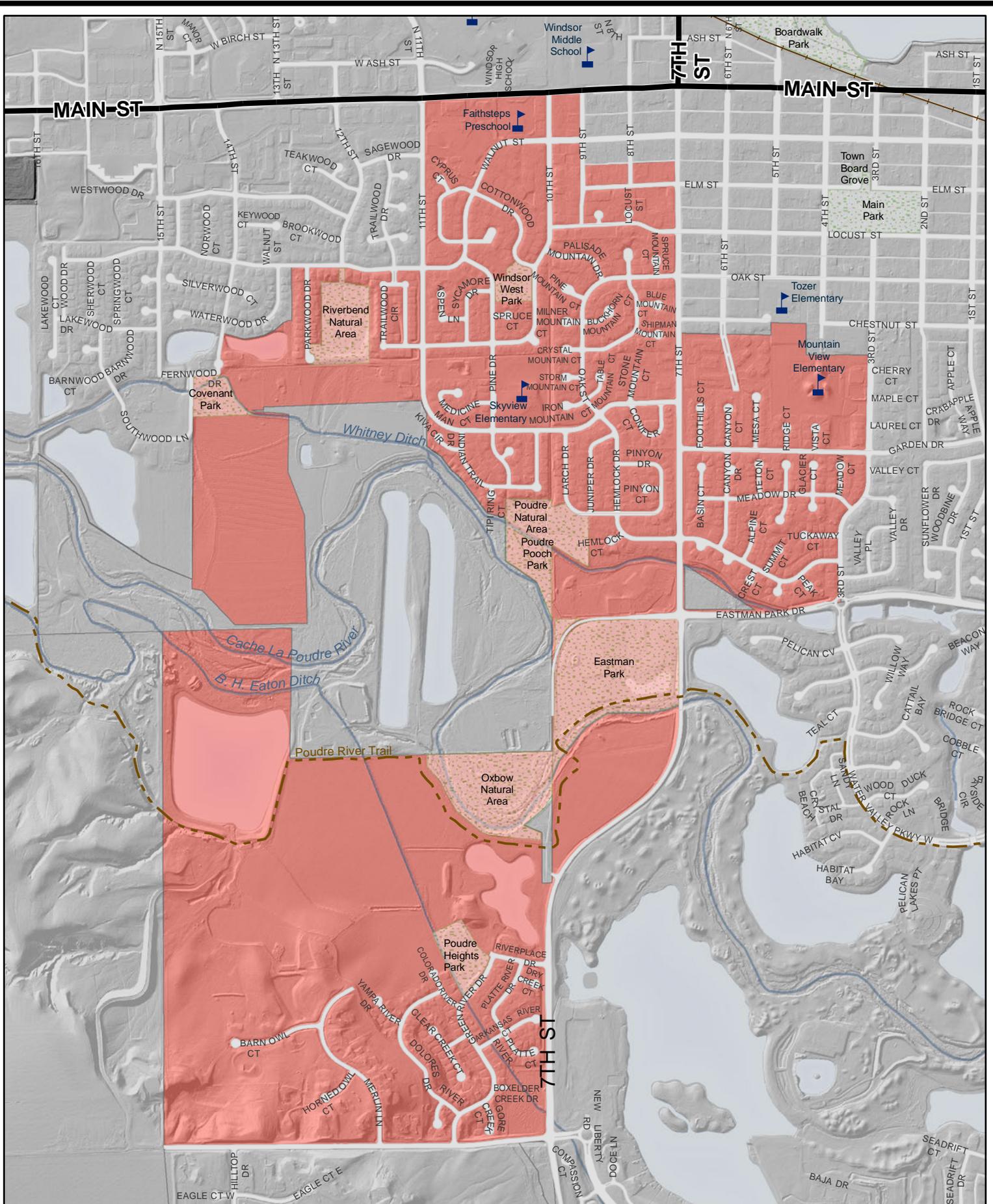
Goal 1.B.

Recommendation:

Due to scheduling and cost, it is staff's recommendation that the Town Board fill the position with a March 15th date to start to take letters of interest and applications. Publicity of this process would start immediately via newspaper, website, and social media.

Attachment:

District 4 Map



Voting Districts



District 4

This map was created for illustrative purposes only. Any representation from the map or its contents, whether intentional or not, are the sole responsibility of the user.

Updated 3/9/2016
 Updated by: amarrich
 Created 3/9/2016
 Created by: amarrich
 File: WndrDist4(485x11-P)

1:15,000



Volume 5, Issue 1
January 2016

2016 MONTHLY FINANCIAL REPORT

Special points of interest:

- CRC expansion sales tax collections surpass budget requirement for January.
- Single Family Residential (SFR) building permits total 18 for January 2016. This is down from the January 2015 number of 30.
- 34 business licenses were issued in January, of which 17 were sales tax vendors.

Highlights and Comments

- * Sales tax collections of the 3.2% sales tax for January was \$1,056,468.
- * January 2016 sales tax was down \$50,486 over January 2015. A decrease of % 4.56%.
- * Construction use tax in January is at 8.88% of the annual budget at \$156,504.



Inside this issue:

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

Community Recreation Center Expansion

Progress continues despite the weather with the Community Recreation Center Expansion. Construction began in 2015 and plans are to have it open by Labor Day 2016. The expansion is a result of a voter approved bond issue on the November 2014 ballot. Sale of bonds in June 2015 netted \$17,705,289.

Items of Interest

- January 2016 marks the second year of collecting the .75% sales and use tax to pay for the CRC expansion.
- Visit us at www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

Sales, Use and Property Tax Update

January 2016

Benchmark = 8%	Sales Tax	Construction Use Tax	Property Tax	Combined
Budget 2016	\$7,764,563	\$1,763,109	\$5,089,810	\$14,617,482
Actual 2016	\$1,056,468	\$156,504	\$0	\$1,212,972
% of Budget	13.61%	8.88%	0.00%	8.30%
Actual Through January 2015	\$1,106,954	\$154,419	(\$44)	\$1,261,329
Change From Prior Year	-4.56%	1.35%	-100.00%	-3.83%
CRC Expansion Budget 2016	\$1,710,843	\$331,739		\$2,042,582
CRC Expansion Actual 2016	\$247,813	\$36,688		\$284,501
CRC Expansion % of Budget	14.48%	11.06%		13.93%

Ideally at the end of the first month of the year you want to see 8% collection rate on your annual budget number. We have exceeded that benchmark in two of three tax categories.

Building Permit Chart

January 2016

	SFR	Commercial	Industrial	Total
Through January 2016	18	1	0	19
Through January 2015	30	0	0	30
% change from prior year				-36.67%
2016 Budget Permit Total				262
% of 2016 Budget				7.25%

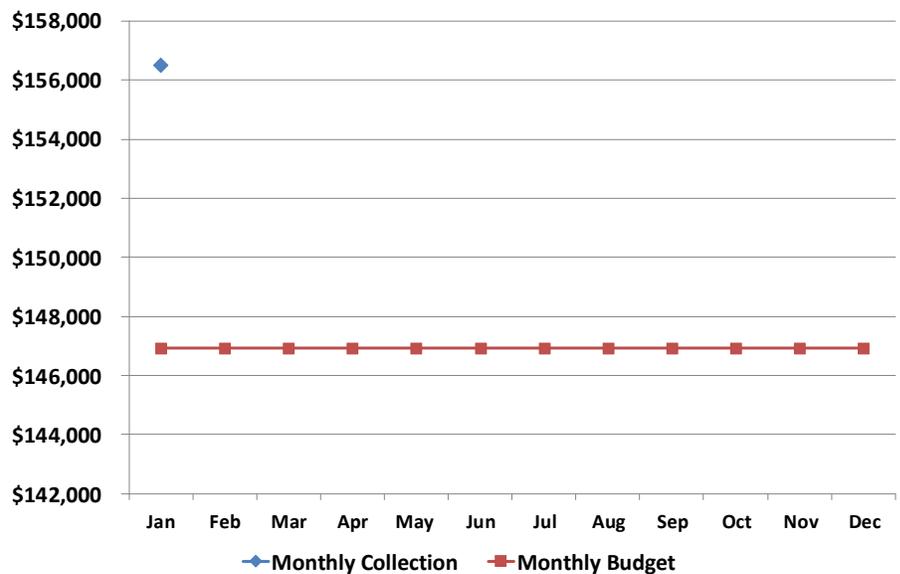
Building Permits and Construction Use Tax

We are showing a 36.67% decrease in number of permits as compared to January 2015. We issued 18 SFR permits in January 2016 as compared to 30 in January 2015.

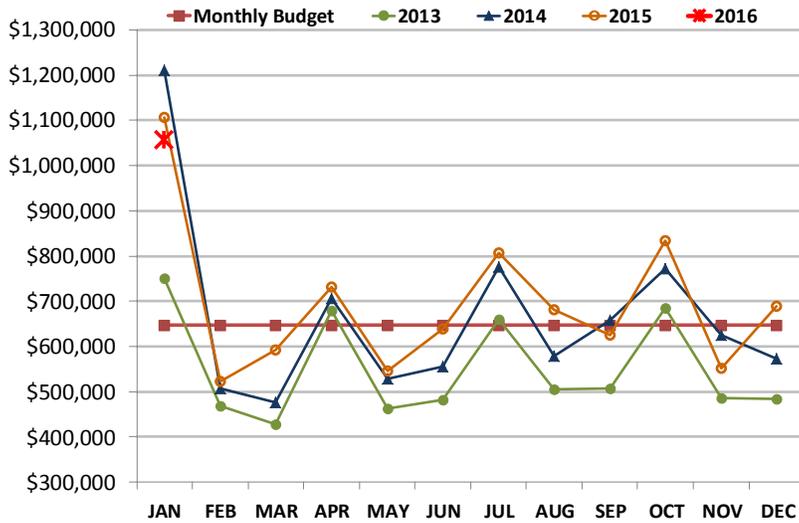
January 2016 construction use tax is above our required monthly collection to start the year.

The .75% construction use tax for the CRC expansion is at 11.06% of the annual budget.

Construction Use Tax Collections - 3.2%



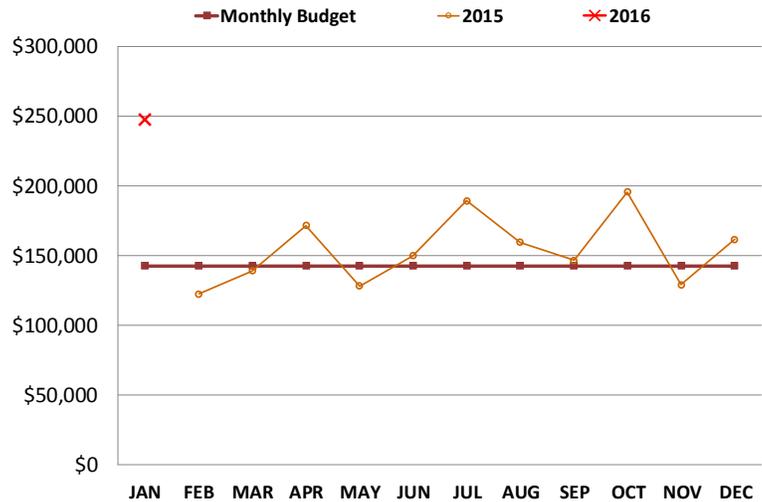
Sales Tax Collections in Dollars - 3.2%



Gross sales tax collections for the month of January 2016 were \$50,486 or 4.56% lower than January 2015.

CRC Expansion sales tax collection for January 2016 was \$247,813. The required monthly collection to meet the budgeted projections is \$142,570.

Community Recreation Center Expansion Sales Tax



January Highlights

January is a “quarterly collection” month, meaning that the collections are for sales made in the third quarter. January collections decreased over the 2015 number but cleared the monthly collection goal easily.

Looking Forward

3.2% Collections

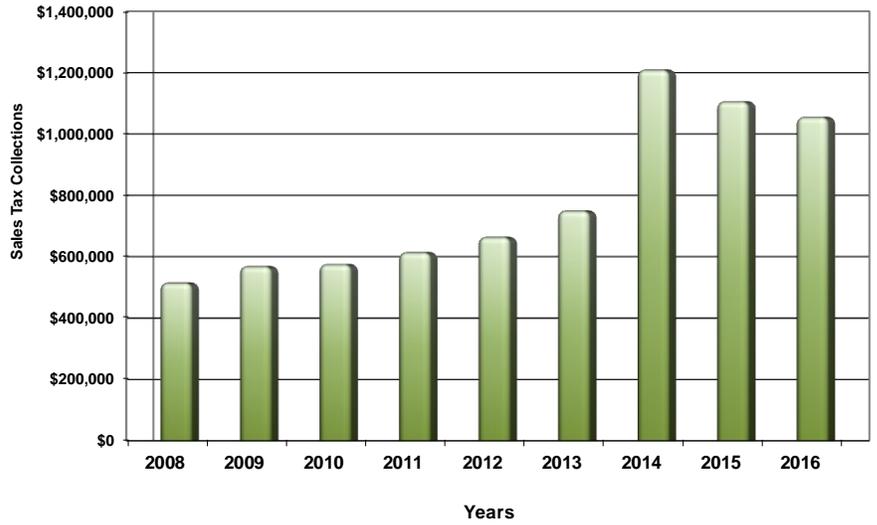
The Town budgeted \$7.7M in sales tax for 2016, making our average monthly collection requirement \$647,047. January collections were above this mark at \$1,056,468. It is too early in the year to project our annual total but we are off to a strong start.

.75% Collections

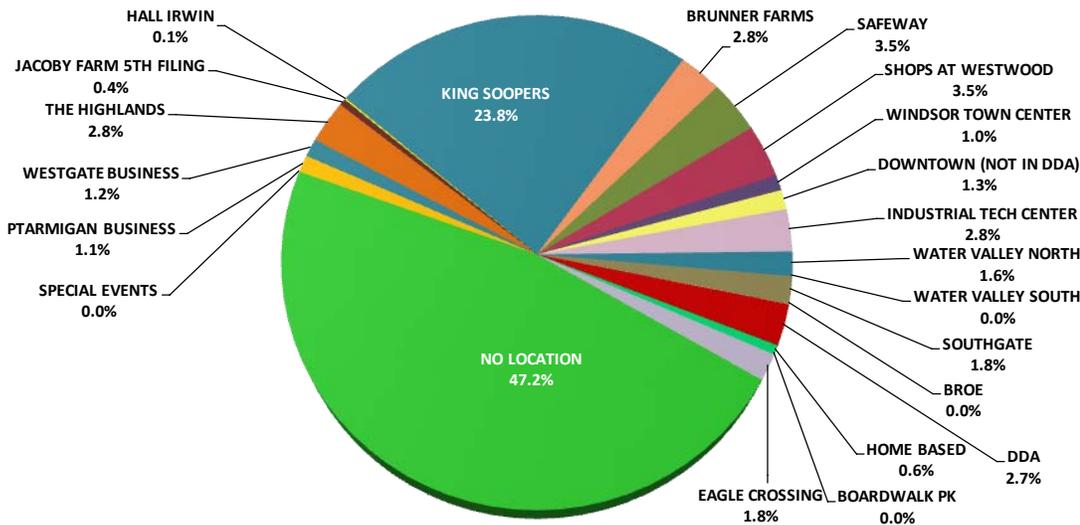
This begins the second year of collecting this portion of the tax. Our monthly budget requirement is \$142,570. We collected \$247,813.

January collections were slightly down from two previous years.

Year-to-Date Sales Tax Collections -3.2% Through January 2008-2016



Sales Tax Revenue by GEO Code January 2016



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

Year-to-Date Sales Tax

Our sales tax base has not changed a great deal over the past decade, with groceries and utilities leading our industry sectors in sales tax collection. Some of this increase can be attributed to an overall increase in prices and cost of living, estimated at 1.2% for the year of 2015 in the Denver/Boulder/Greeley area.

- We had 12 sales tax license closures in January 2016 while issuing 17 new licenses.
- January is historically the month that King Soopers make two payments and January 2016 is no exception.
- Between the DDA (2.7%) and the Downtown (1.3%) total of 4% surpassed the Safeway complex.

All Funds Expense Chart

January 2016

Benchmark = 8.3%

Operations expenditures are at 8% of the annual budget, right on the budget target.

<u>General Government</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2016 Budget</u>	<u>% of Budget</u>
General Fund	\$1,428,139	\$1,428,139	\$15,012,482	10%
Special Revenue (PIF, CTF, CRC, CRCX)	\$85,351	\$85,351	\$3,723,744	2%
Internal Service	\$321,194	\$321,194	\$2,970,181	11%
Other Entities (WBA, Ec Dev Inc)	\$12,095	\$12,095	\$145,080	8%
Sub Total Gen Govt Operations	\$1,846,779	\$1,846,779	\$21,851,487	8%
<u>Enterprise Funds</u>				
Water-Operations	\$100,609	\$100,609	\$3,739,144	3%
Sewer-Operations	\$103,407	\$103,407	\$1,707,267	6%
Drainage-Operations	\$37,883	\$37,883	\$541,574	7%
Sub Total Enterprise Operations	\$241,899	\$241,899	\$5,987,985	4%
Operations Total	\$2,088,678	\$2,088,678	\$27,839,472	8%

plus transfers to CIF and Non-Potable for loan

Through January, operating and capital expenditures combined to equal 4% of the 2016 Budget.

<u>General Govt Capital</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2016 Budget</u>	<u>% of Budget</u>
Capital Improvement Fund	\$45,448	\$45,448	\$11,678,171	0%
CRC Expansion Fund	\$22,572	\$22,572	\$8,049,363	0%
<u>Enterprise Fund Capital</u>				
Water	\$288,750	\$288,750	\$5,269,134	5%
Sewer	\$0	\$0	\$1,717,982	0%
Drainage	\$43,476	\$43,476	\$3,048,595	1%
Sub Total Enterprise Capital	\$332,226	\$332,226	\$10,035,711	3%
Capital Total	\$400,246	\$400,246	\$29,763,245	1%
Total Budget	\$2,488,924	\$2,488,924	\$57,602,717	4%

All Funds Expenditures

The Town is where it should be at this time of year regarding expenditures. Construction on the CRC Expansion continues and will increase the pace of capital spending as the weather gets warmer.

General Fund Expense Chart

Department		Current Month	YTD Actual	2016 Budget	% of Budget
410	Town Clerk/Customer Service	\$71,695	\$71,695	\$690,854	10.4%
411	Mayor & Board	\$100,591	\$100,591	\$1,103,343	9.1%
412	Municipal Court	\$1,590	\$1,590	\$19,630	8.1%
413	Town Manager	\$46,992	\$46,992	\$440,163	10.7%
415	Finance	\$66,896	\$66,896	\$659,277	10.1%
416	Human Resources	\$29,355	\$29,355	\$442,405	6.6%
418	Legal Services	\$34,319	\$34,319	\$380,497	9.0%
419	Planning & Zoning	\$58,171	\$58,171	\$701,114	8.3%
420	Economic Development	\$37,568	\$37,568	\$431,868	8.7%
421	Police	\$388,247	\$388,247	\$3,273,456	11.9%
428	Recycling	\$1,522	\$1,522	\$50,945	3.0%
429	Streets	\$74,080	\$74,080	\$1,217,066	6.1%
430	Public Works	\$38,045	\$38,045	\$365,326	10.4%
431	Engineering	\$96,832	\$96,832	\$887,113	10.9%
432	Cemetery	\$10,127	\$10,127	\$129,108	7.8%
433	Community Events	\$714	\$714	\$136,215	0.5%
450	Forestry	\$35,229	\$35,229	\$338,963	10.4%
451	Recreation Programs	\$143,300	\$143,300	\$1,712,976	8.4%
452	Pool/Aquatics	\$12,355	\$12,355	\$186,332	6.6%
454	Parks	\$118,062	\$118,062	\$1,297,222	9.1%
455	Safety/Loss Control	\$0	\$0	\$17,460	0.0%
456	Art & Heritage	\$36,379	\$36,379	\$279,437	13.0%
457	Town Hall	\$26,070	\$26,070	\$251,712	10.4%
Total General Fund Operations		\$1,428,139	\$1,428,139	\$15,012,482	9.5%

General Fund Expenditures

General Fund operating expenditures are slightly above the 8.3% budget benchmark through January.

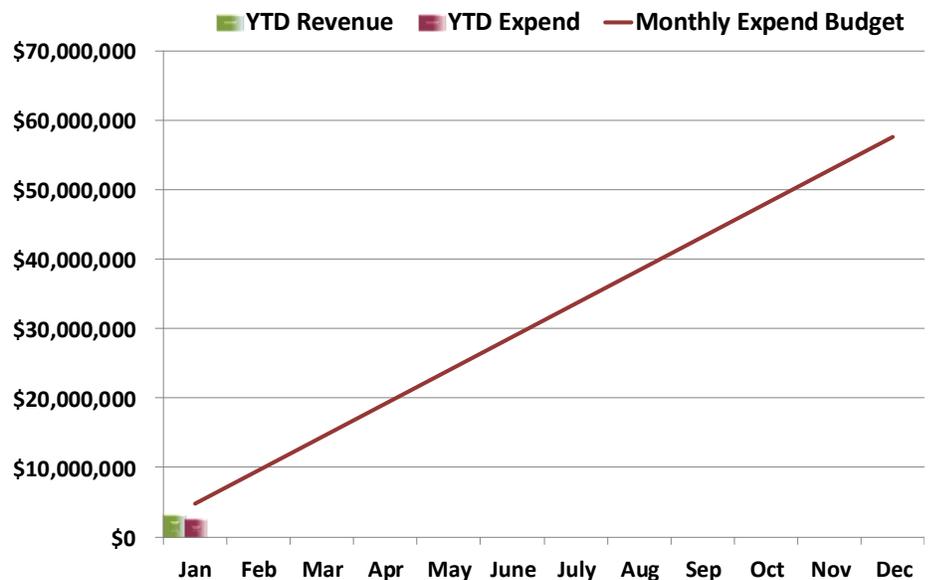
January reflects a number of one time annual payments that put us a little ahead of the pace.

Revenue and Expenditure

The chart on the right shows monthly revenue compared to monthly expenditure as well as a trend line showing the total 2016 budget expended equally over twelve months.

Our monthly budgeted total expenditures equal \$4,800,226. In January we collected \$3,170,735 in total revenue.

Combined Revenue and Expenditures





TOWN OF WINDSOR 2016 MAJOR CAPITAL PROJECT STATUS
arranged by reporting department

	2016 Projects	2016 Budget	Spent YTD	Dept.	Multi-Yr	Est. Start Process	Actual Start	% Complete	Est. Complete	Actual Complete
1	PW/Parks Maintenance Facility Design	2,333,000	\$0	T Mng	2014-2017	Aug-15		0%	2017	
2	IT - Studio Equipment Upgrade	125,000	\$0	Fin	2016	Feb 1		10%	early May	
3	GIS Asset Management Software	150,000	\$0	Fin	2016	Apr 1		5%	EOY	
4	Water Master Plan Rate Study	35,000	\$0	Fin	2016	Apr 1		0%	mid Jun	
5	Eastman Pk/7th St Roundabout	1,085,320	\$1,508	Eng OH	2015-2016	2015	2015	70%	mid Aug	
6	County Line Road Mitigation design	50,000	\$0	Eng OH	2016-2017	mid Feb		0%	mid Jun	
7	Walnut St / Hwy 257 Turn Lane	55,000	\$0	Eng DB	2015-2016	2015	2015	50%	mid Jun	
8	9th Street Traffic Signal	180,000	\$0	Eng DW	2016	Jun 1		5%	Aug 1	
9	Crossroads-CR13 traffic signal	340,000	\$0	Eng OH	2016	mid Aug		0%	mid Oct	
10	Harmony Rd-CR15 traffic signal design	16,000	\$0	Eng OH	2016-2017	mid Apr		0%	mid Aug	
11	New Liberty Rd Extension	2,000,000	\$0	DW/KB	2016	May 1		5%	Sep 1	
12	GW Railroad Quiet Zone w/grant	2,200,000	\$0	Eng DB	2014-2016	2015	2015	58%	Sep 1	
13	Street Maintenance (overlay, crack seal, chip seal)	2,100,000	\$0	Eng CT	2016	Jan-15		15%	Oct 1	
14	Poudre River Maintenance	75,000	\$0	Eng DW	2016	May 1		0%	Sep 1	
16	Water Line Replacement 16th S of Riverband	798,000	\$0	Eng CT	2015-2016	Jul 1		10%	Nov 1	
17	Kyger Reservoir Pump Station	2,315,281	\$0	Eng OH	2014-2017	mid Aug		30%	Feb 2017	
19	Update Storm Water Study	100,000	\$0	Eng DW	2015	Feb		0%	Dec	
20	Law Basin Master Plan Channel - construction w/ PDM Grant - 2012-2015	1,998,095	\$0	Eng DR	2012-2016	2015	2015	50%	end Jun	
21	Law Basin West Tributary Channel - 2013-2015	1,050,500	\$43,476	Eng OH	2013-2016	2015	2015	60%	May 1	
22	Trail Cross 257/Grasslands; CR19#2 Ditch; CR13	108,107	\$0	Eng CT	2016	Bid 4/1		25%	Jul 1	
23	Main Park Shelter Replacement (2)	53,190	\$0	Eng OH	2015-2016	Nov 2015		5%	May 1	
24	Chimney Park south parking lot slurry/stripe	15,000	\$0	Eng CT	2016	Aug 1		0%	Oct 1	
25	Chimney Park North Shelter Replacement	27,310	\$0	Eng OH	2015-2016	Nov 2015	1-Nov	5%	May 1	
26	Cemetery streetscape sidewalk constructions	247,500	\$0	Eng CT	2015-2016	Jun 1		30%	Oct 1	
27	Museums -Depot siding	45,000	\$0	Eng OH	2016	mid Aug		0%	mid Nov	
29	Boardwalk Trash Enclosure	40,150	\$0	Pks/WW	2016	Mar 1		0%	Jun 1	
30	Poudre Trail From Westwood Village /w grant	250,000	\$0	Pks/WW	2015-2016	Feb 1		0%	Aug 1	
31	Windsor Tr Jacoby easement 13 to New Cache Ditch	10,000	\$0	Pks/WW	2016	Feb 1		0%	Aug 1	
32	Windsor Tr 392 @ Highlands Design & Underpass	185,000	\$0	Pks/WW	2016	Feb 1	1-Feb	1%	mid Nov	
33	15th & Walnut Open Space Development	100,000	\$0	Pks/WW	2016	Jun 1	Jan	1%	Nov 1	
	Poudre River Diversion Design w/grant	-	\$0	Pks/WW	2016	Oct 7			EOY	
34	Main Park Irrigation design	9,000	\$0	Pks/WW	2016-2017	Mar 1		0%	Aug 1	
35	Main Park Pickle Ball Court w/grant	45,100	\$0	Pks/WW	2016	May 1		0%	Jul 1	
36	Boardwalk Performance Venue	500,000	\$0	Pks/WW	2016	Mar 1		10%	May 1	
37	Eaton House Structural Assess w/grant	15,000	\$0	Pks/AD	2015-2016	Jan		0%	May 1	
28	Museums-Phase 3 Landscaping documents	37,645	\$0	Pks/AD	2016	Jun 1		0%	Sep 1	
38	Eaton House Master Plan w/grant	25,000	\$0	Pks/AD	2016	Jan	Jan	10%	Jul 1	
39	Chimney Pk North change to Non-potable	99,000	\$0	Pks/WW	2016	Mid Apr		0%	mid Jun	
40	Automate splitter box E of Chimney Pk design	33,000	\$0	Pks/WW	2016-2017	Aug 1		0%	mid Nov	
41	CRC Expansion	7,215,695	\$11,764	Pks/EL	2014-2016	2015	2015	55%	Aug 30	
42	Railroad Impr CR15 Hwy 34	40,000	\$0	P Wks	2016	Apr 1		0%	Sep 1	
43	CR 15 South of Crossroads	130,000	\$0	P Wks	2016	Apr 1		0%	Sep 1	
44	Sewer Line Rehab	83,370	\$0	P Wks	2016	Apr 1		0%	Sep 1	
45	Chemical Treatment Facility	35,000	\$0	P Wks	2016	Apr 1		5%	Apr 1	
46	Sewer Nutrient Program w/grant	402,000	\$0	P Wks	2014-2016	2015	2015	15%	May 2016	
47	Lift Station #4 Replacement	515,000	\$0	P Wks	2016	May 1		10%	Oct	
48	Repl. #1,12,14,36,70,81,82,83, leasing #35, 94, 52, 19, incl Toro - Chimney Park, incl tow behind broom	560,000	\$0	P Wks	2016	Jan-16		10%	Jul	
49	1 New Eng Vehicle/equipped	30,000	\$0	P Wks	2016	Jan-16		0%	Jul	
	Color key for funds =	PIF	CTF	CIF	WF	NPWF	SF	SDF	FF	ITF



Our Vision:

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

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

WINDSOR promotes QUALITY DEVELOPMENT.

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

WINDSOR is a GOOD ENVIRONMENTAL STEWARD.



2016 Monthly Financial Report

Town of Windsor
301 Walnut Street
Windsor, CO 80550

Phone: 970-674-2400
Fax: 970-674-2456

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

*The bottom line focus of the 2016 budget allows us to maintain our service levels and fund important long-term capital improvements. The budget also focuses on outcomes related to the Strategic Plan. **The 2016 budget guiding tenets are providing employees fair compensation, the best work tools, and a safe work place within reasonable fiscal responsibility. This along with the resources focused on customer service will continue to make Windsor a premier community not only in Northern Colorado but in all of Colorado.***

We're on the Web

www.windsorgov.com

JANUARY 2016			
	<u>Current Month</u>	<u>Year To Date</u>	<u>Y.T.D 2015</u>
Misdemeanor Complaints			
911 Hang up Calls	16	16	11
Animal	22	22	22
Arson	0	0	0
Assault	4	4	4
Assist Other Department	4	4	11
Attempted Suicide	1	1	1
Checks	0	0	0
Child Abuse	2	2	1
Citizen Service	104	104	74
Civil Complaints	13	13	12
Contributing Delinq./ Minor	0	0	0
Crime Against At-Risk Adult	0	0	0
Criminal Mischief	9	9	15
Criminal Trespass Premises	1	1	3
Death	2	2	0
Drugs	1	1	4
DUI's	5	5	8
False Burglar Alarm	26	26	25
False Imprisonment	0	0	0
False Reporting	0	0	0
Found Property	8	8	13
Harassment	15	15	6
Indecent Exposure	0	0	1
A. Curfew	0	0	0
B. Runaway	0	0	3
C. Other	3	3	4
Juvenile Problems (total)	3	3	7
Liquor Violations	0	0	0
Lost Property	2	2	3
Menacing	1	1	0
MIC / MIP	0	0	2
Missing Persons	1	1	0
Obstructing Police	1	1	0
Obstructing Telephone Service	1	1	0
Open door	2	2	6
Ordinance Violations	53	53	26
Reckless Endangerment	0	0	0
Repossession	0	0	0
Sexual Assault	3	3	0
Sex Offender Violation	0	0	1
Soliciting	1	1	1
Suspicious Activity	47	47	36

JANUARY 2016			
	<u>Current Month</u>	<u>Year To Date</u>	<u>Y.T.D 2015</u>
Misdemeanor Complaints Cont'd			
Theft	10	10	22
Theft By Receiving	0	0	0
Towed - Abandoned	1	1	0
Towed - Traffic	6	6	8
Towed (Total)	7	7	8
Traffic Accidents (total)	33	33	35
A. Non-injury/Property damage	30	30	33
B. Injury	3	3	1
C. Fatal	0	0	0
D. DUI Accidents	0	0	1
Underage Possession Marijuana	1	1	5
Vehicle Laws	215	215	196
Violation of Restraining Order	3	3	4
Warrants - WPD	0	0	1
Warrants - Other Department	10	10	10
Warrants (Total)	10	10	11
Weapon Violation	0	0	0
Felony Complaints		0	
Armed Robbery	0	0	0
Arrests	4	4	9
Arson	0	0	0
Assault	1	1	1
Attempted Burglary	0	0	0
Auto Theft	2	2	0
Burglary	1	1	0
Checks	0	0	0
Child abuse	0	0	0
Child Neglect	0	0	0
Contrib./Delinq. of Minor	0	0	0
Criminal Impersonation	2	2	0
Criminal Mischief	1	1	1
Criminal Trespass - Dwelling	0	0	1
Criminal Trespass - Vehicle	5	5	20
Drugs	0	0	0
Forgery	3	3	0
Fraud	7	7	16
Homicide	0	0	0
Identity Theft	2	2	2
Intimidating Witness/Victim	0	0	0
Menacing	1	1	1
Recovery of Stolen Vehicle (ALL)	1	1	0
Robbery	0	0	0
Sexual Assault	0	0	1
Tampering with Evidence	0	0	0
Theft by Receiving	0	0	0

JANUARY 2016			
	<u>Current Month</u>	<u>Year To Date</u>	<u>Y.T.D 2015</u>
Theft	6	6	22
Warrant (Other Department)	2	2	2
Weapon Violation	0	0	0
		0	
Adult Arrest	21	21	27
Juvenile Detentions	2	2	7
Total Calls for Service	606	606	533
A. Criminal	350	350	326
B. Non-Criminal	256	256	207
		0	0
Cases Filed (County Penal)	11	11	17
County Traffic Citations	62	62	54
Municipal Citation	174	174	140
A. Traffic	148	148	125
B. Ordinances	26	26	15
Warnings	414	414	293
Juvenile Filings	3	3	0
Parking Tickets	41	41	48
Juvenile Notification Forms	17	17	19
M-1 Holds	1	1	8
Misdemeanor Complaints Cleared by Arrest	20	20	25
Monetary Loss Misdemeanor Complaints	\$2,065	\$2,065	\$7,554
Monetary Recovery Misdemeanor Complaints	\$0	\$0	\$88
Felony Complaints Cleared by Arrest	4	4	9
Monetary Loss Felony Complaints	\$126,125	\$126,125	\$38,262
Monetary Recovery Felony Complaints	\$49,942	\$49,942	\$0

PROJECT UPDATE REPORT

DATE: March, 2016

**PROJECT: Northern Integrated Supply Project-
NEPA Phase**

CONTACT: Carl Brouwer

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

PROJECT STATUS:

- Participation for the 15 participants is 40,000 acre-ft of permitted yield.
- A Supplemental DEIS has been prepared for the Project. The FEIS is being prepared.
- Additional water quality modeling is underway.
- Preliminary design of Glade Reservoir is underway.

BUDGET ACTIVITY:

Category	ERO	NW	TRMWF	Ciruli&Sigler	Hydros/WQ	B&V	Other	Total
Budget	\$ 720,000	\$ 500,000	\$ 100,000	\$ 50,000	\$ 400,000	\$ 1,000,000	\$ 380,000	\$3,150,000
January	\$ 42,663	\$ 52,635	\$ 11,787	\$ -	\$ 62,901	\$ 120,271	\$ 25	\$ 290,281
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 25
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditure to Date	\$ 42,663	\$ 52,635	\$ 11,787	\$ -	\$ 62,901	\$ 120,271	\$ 50	\$ 290,306
Budget Remaining	\$ 677,337	\$ 447,365	\$ 88,214	\$ 50,000	\$ 337,100	\$ 879,729	\$379,950	\$2,859,694
% Spent	6%	11%	12%	0%	16%	12%	0%	9%

PREVIOUS MONTH ACTIVITY:

- *Corps and ERO addressing comments on the SDEIS and preparing the FEIS.*
- *Hydros working on water quality modeling.*
- *Met with State of Colorado DNR and Parks and Wildlife to discuss State Mitigation Plan.*
- *Working on alternative ditch company Proposal concept including conveyance approaches to satisfy concerns, additional water, additional facilities, and other compensation.*
- *Preliminary Design: Draft Geotechnical Data Report has prepared. Black&Veatch working on Munroe Canal relocation options and evaluating conveyance concept.*
- *NW completed modification of CTP model to better evaluate ditch blending and is evaluating potential additional water to ditches.*
- *NW beginning to work on 401 certification.*
- *NW evaluating conveyance option refinement.*
- *Continued dialog with land owners in Glade area including private and BLM.*
- *Meetings with various interest groups, newspapers, and other media.*

OUTSTANDING ISSUES:

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

FUTURE ACTION:

- *Complete FEIS.*
- *Regroup NISP finance committee.*
- *Finalize NISP conveyance plan.*
- *Continue 401 certification process.*
- *Continue State of Colorado Section 122.2 Mitigation and Enhancement process.*
- *Determine land acquisition plan for State, BLM, Holcim, and Weaver properties.*
- *Work out agreements with New Cache and Larimer and Weld Ditch Companies.*



MEMORANDUM

Date: March 11, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to Town Manager
Re: 2014-2106 Strategic Plan Progress Report
Item #: D. Communications

Background / Discussion:

The attached Quarterly Progress Report acknowledges the status of the individual action steps related to each priority. Many items are completed or ongoing; the comments section provides a brief description of the action completed or the status of the project. The items that are listed as "ongoing" are projects to which there is no real end date for completion but the project continues to progress as work continues related to the Plan of Action. The current breakdown of the status of the projects is as follows:

- 70% (27 projects) are either completed or are listed as ongoing
- 23% (9 projects) are on schedule
- 7% (3 projects) are behind or not started

The 2014-2016 Strategic Plan was adopted by the Town Board on September 22, 2014. Since that time, staff completed an Action Plan and began marketing, addressing budget prioritization, and tracking accomplishments. The Strategic Plan has been printed and distributed to advisory boards, other government agencies, and is available at Town facilities and other locations that have requested the document.

Feel free to contact me or Kelly Unger with any questions.

Attachments:

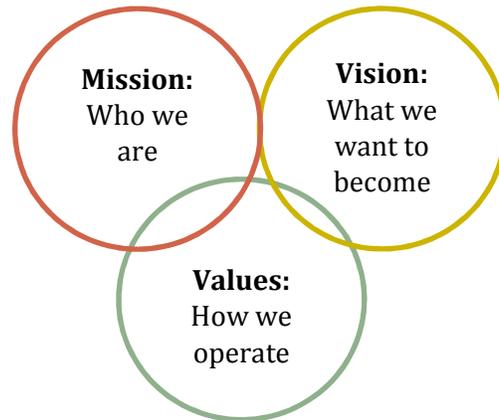
2014-2016 Strategic Plan Progress Report



TOWN OF WINDSOR STRATEGIC PLAN

2014-2016

MISSION, VISION & VALUES



MISSION STATEMENT

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

VISION STATEMENT

1. Windsor's hometown feel fosters an energetic community spirit and pride that makes our town a special place in Northern Colorado.
2. Windsor has a strong local economy with diverse business sectors that provide jobs and services for residents.
3. Windsor promotes quality development.
4. Windsor enjoys a friendly community with a vibrant downtown, housing opportunities, choices for leisure, cultural activities, recreation and mobility for all.
5. Windsor is a good environmental steward.

VALUES

Producing Results – Responsibility - Integrity - Dedication - Exceptional Service

2014-2016 Strategic Plan Progress Report

Progress Codes	<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #4a69bd; margin-right: 5px;"></div> Completed </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #70ad47; margin-right: 5px;"></div> On Schedule </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #f1c232; margin-right: 5px;"></div> Behind Schedule </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #e34a33; margin-right: 5px;"></div> Not Started </div> </div>
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Goal 1: Build Community Spirit and Pride

Priority	Plan of Action	Staff Assigned	Estimated Completion	Progress	Outcomes/Notes
A. <i>Promote safety and security</i>	i. Update and train all personnel on the Emergency Operations Plan	TW JM	Completed	Completed	Completed. Updated Emergency ops plan finalized and given to department heads.
	ii. Promote rail safety efforts	KA KU	10/2016	On schedule	Construction is underway. Anticipated Quiet Zone established October 2016.
	iii. Establish best practices and efficiencies for police services	JM	Completed	Completed	Records management and evidence room bar coding has been completed.
	iv. Establish crosswalk safety standards	DW	9/2015	Behind schedule	Initial TB work session was held on 9/22/14.
B. <i>Provide opportunities for residents to be involved and informed in Town governance and in community service</i>	i. Strengthen communications efforts	KU	Ongoing	Ongoing	New communications positions/structure in place. Updated press release template for easy to read format and added example for staff. Increased communications on social media during snow/flood events. Added Nextdoor.com a communication tool to reach neighborhood groups.

Priority	Plan of Action	Staff Assigned	Estimated Completion	Progress	Outcomes/Notes
C. <i>Encourage healthy, family-friendly neighborhoods for all ages</i>	i. Update the Comprehensive Plan	Planning	3/2016	Completed	Wrapped up Advisory Committee work 1/18/16; tentative TB hearing 2/22 & PC hearing/approval 3/2.
	ii. Engage neighborhood participation through Town supported activities	KU	6/2015	Completed	Neighborhood engaged through district meetings for Comp Plan.
D. <i>Promote a "One Windsor-One Community" Philosophy</i>	i. Develop a new resident orientation program	KU	2/2016	Completed	Staff has created a new resident page on the website. Will launch on Feb 2016.
	ii. Promote Windsor's unique attributes	EL SJ KU	10/2015	Completed	125 th marketing and promo; marketing special events; E.D. hosted Broker event.
E. <i>Lead through stewardship of natural resources</i>	i. Establish 2016 Water Conservation Plan	PG TW DW	6/2016	On schedule	Received grant for the Plan from CWCB. Work is in process.
	ii. Identify opportunities for disposal of household items	TW	Completed	Completed	Recycle site has added a compactor for co-mingled recyclables
	iii. Explore natural area preservation opportunities	EL	Ongoing	Ongoing	CE certification submitted; FSWA MOU and grant; OS Mgmt Plan part of Legacy Plan Scope. Broe Property Acquisition discussion
	iv. Implement LED street light conversion	KA KU	8/2015	Completed	Poudre Valley REA installed LED street lights.
F. <i>Improve appearance and aesthetics of main corridors</i>	i. Develop public right-of-way standards for main corridors	Planning	Completed	Completed	Houseal Lavigne included language in draft Comprehensive Plan.

G. <i>Support Windsor's youth</i>	i. Develop Windsor's business and school partnership	KA KU	6/2016	On schedule	Discussions taking place with new superintendent.
H. <i>Encourage historic preservation</i>	i. Implement Historic Preservation Commission Work Plan	Planning	Completed	Completed	Implemented 85% during 2015; remainder continuing into 2016-17 work plan.
	i. Promote Lake View Cemetery	EL	12/2015	Behind schedule	Develop historic program and feature article; enhance website; Signage concept in process CIP projects.

Goal 2: Promote Windsor as a Destination					
Priority	Plan of Action	Staff Assigned	Estimated Completion	Progress	Outcomes/Notes
A. <i>Provide diverse and healthy choices in leisure culture, and recreation</i>	i. Encourage community supported events	EL	Ongoing	Ongoing	Revised show stage guidelines; adding town sponsored events to Link and social media. Bandshell out for bid, spring 2016 construction
	ii. Celebrate Windsor's 125 th Anniversary	KU	12/15	Completed	Events held throughout the year.
	iii. Support CRC Expansion	EL	6/16	On schedule	Design Development starts 3/1/15; CM/GC selected 3/5/15; groundbreaking 7/23/15. Good progress as of Feb 1. On Schedule on Budget
	iv. Implement Museum Landscape Plan	EL	12/15	On schedule	2016 – Phase II Design Build underway; 2017 – Phase III.
	v. Update Parks, Recreation, and Culture Master Plan	EL	04/16	On schedule	Contracted with GreenPlay LLC for Legacy Plan. First Draft by Feb 8,
B. <i>Promote creative and artistic outlets</i>	i. Promote Art in Public Places Plan	EL	6/16	On schedule	Placement of 1-2 public art pieces; coordinating w/ WSHS for Boardwalk Park. Utilizing CRC cases with monthly displays
	i. Seek cultural district designation	EL	6/16	Not started	

Goal 3: Diversify, Grow, and Strengthen the Local Economy

Priority	Plan of Action	Staff Assigned	Estimated Completion	Progress	Outcomes/Notes
A. <i>Foster business attraction tools and promote the business retention and expansion program</i>	i. Utilize incentives guidelines program	SJ	Ongoing	Ongoing	Provided incentives to several companies so far in 2015.
	ii. Research and identify new financial assistance programs	SJ	Ongoing	Ongoing	Continue to always research opportunities. New programs with Colorado Lending Source, Upstate Colorado. Working with Larimer County to create Economic Development Strategic Plan to qualify for more Federal assistance/grants etc.
B. <i>Strengthen retail strategies for all commercial corridors</i>	i. Create a shop local program	SJ	6/16	On schedule	May be restricted without staff and money. Research performed by intern for viable programs throughout the U.S.
	ii. Support new businesses	SJ	Ongoing	Ongoing	List all new businesses on our business directory on our website. Always try to network and refer resources.
	iii. Develop a business-to-business program	SJ	6/16	Ongoing	Always refer our licensed businesses. Also part of Manufacturing Sector Partnership. Helped with inaugural NOCOM manufacturing event at the Ranch.

C. <i>Advance employment opportunities</i>	i. Promote primary employment	SJ	Ongoing	Ongoing	Acquired several more employers this year already. Always working to secure primary employers in several business parks throughout town.
	ii. Network/connect with brokers and site selectors	SJ	Ongoing	Ongoing	Ongoing – Also Held 2015 Broker event 6.11.15, total attendance 80 people.
D. <i>Support the Downtown Development Authority</i>	i. Support implementation of the DDA Work Plan	PG KU	Ongoing	Ongoing	DDA working on potential developments; Mill, Library, DDA lots. DDA hired executive director.

Goal 4: Develop and Maintain Effective Infrastructure					
Priority	Plan of Action	Staff Assigned	Estimated Completion	Progress	Outcomes/Notes
A. Identify and address barriers to traffic flow	i. Actively engage with North Front Range Metropolitan Planning Organization	DW	Ongoing	Ongoing	Attending NFRMPO Technical Advisory Committee mtg/ and Council meetings.
	ii. Prioritize projects in 5 year Capital Improvement Plan	DW	Completed	Completed	Staff completed work on CIP.
	iii. Determine feasibility to reduce river flooding impacts on arterial roads	DW	11/15	Ongoing	Eaton Ditch control gate was completed on May 1, 2015 to reduce 7 th St. flooding. CR 13 being looked at.
B. Support multiple forms of alternative transportation	i. Develop Transportation Plan to include Trails Master Plan	DW, EL	3/16	On schedule	Trails Master Plan updated; Houseal Lavigne preparing language for Comprehensive Plan.
C. Make street maintenance a priority	i. Establish methods to fund a target Pavement Condition Index standard	DW	Completed	Completed	CIP funding is set at 70% of Pavement Index Standard.
D. Pursue water independence	ii. Participate in Northern Integrated Supply Project (NISP)	DW	Ongoing	Ongoing	Windsor continues to participate financially.
	iii. Finalize direction for the Regional Water Transmission & Treatment effort	DW	11/15	Ongoing	Continuing meetings with entities interested in a northern treatment plant. Consultant completed additional study of Soldier Canyon treatment plant capacity.



MEMORANDUM

Date: March 14, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Patti Garcia, Town Clerk/Assistant to the Town Manager
Re: Downtown Development Authority Amended Intergovernmental Agreement
Item #: F.1.

Background / Discussion:

The Town of Windsor and the Windsor Downtown Development Authority (DDA) entered into an Intergovernmental Agreement (IGA) on November 28, 2011 with an emphasis on the initial period of 2012 through 2016. One of the key features of the IGA is the annual funding to the DDA by the Town of an amount equal to 100% of the sales tax base collected in 2010 within the DDA boundaries and the ongoing funding to the DDA by the Town of 100% of sales tax increment (sales tax above the 2010 base). The sales tax base was established at \$250,000 in 2010.

The DDA presented their draft Strategic Plan at a Town Board work session on February 8, 2016 at which time the IGA was discussed. It was determined that legal counsel for both the DDA and the Town would work to draft an amended IGA for consideration. The amended IGA continues the Town funding for fiscal years 2017 through 2021. Changes to the IGA include:

- Removal of language related to DDA elections and ballot questions
- Continue Town funding through 2021
- Addition of DDA Executive Director
- Town administrative support exhibit will acknowledge services to be provided as opposed to employee names

The DDA board has scheduled to consider the amended IGA at their March 16, 2016 regular meeting.

Relationship to Strategic Plan:

Goal 3.D.

Recommendation:

Adopt Resolution No. 2016-17 - A Resolution Approving an Amended and Restated Intergovernmental Agreement between the Town of Windsor and the Windsor Downtown Development Authority Regarding Continued Town Support of the Windsor Downtown Development Authority

Attachments:

- Resolution No. 2016-17
- Amended and Restated IGA
- 2011 IGA

TOWN OF WINDSOR

RESOLUTION NO. 2016-17

A RESOLUTION APPROVING AN AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR AND THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY REGARDING CONTINUED TOWN SUPPORT OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY

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 created the Windsor Downtown Development Authority (DDA) by Ordinance No. 2011-1401; and

WHEREAS, pursuant to C.R.S. §31-25-808, the DDA may cooperate with, contract with and make or receive grants, contributions and loans from the Town; and

WHEREAS, a 2011 Intergovernmental Agreement (IGA) was entered between the Town and the DDA where the Town was to provide funding to the DDA until sufficient property tax revenues are available for DDA operations and capital program expenditures through fiscal year 2016; and

WHEREAS, the DDA is not yet self-funded, although the DDA has undertaken a number of strategic planning efforts and has retained an Executive Director to assist in achieving the DDA’s goals; and

WHEREAS, the Town and the DDA have undertaken negotiations, the result of which is a Restated Intergovernmental Agreement (“Amended IGA”) to memorialize their respective continued commitments pertaining to downtown planning and redevelopment objectives and to continue Town funding of the DDA for fiscal years 2017 through 2021, a copy of which is attached hereto and incorporated herein by this reference; and

WHEREAS, the Town Board has reviewed the Amended IGA, and has concluded that its terms promote the public health, safety and welfare, and is consistent with and in furtherance of the goals and purposes of the Town and the DDA; and

WHEREAS, the DDA’s Board of Directors has taken official action to approve the Amended IGA, and has authorized its execution; and

WHEREAS, the Town Board desires to approve the Amended IGA and authorize its execution by the Town Manager.

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

1. The attached Restated Intergovernmental Agreement Between the Town of Windsor, Colorado and the Windsor Downtown Development Authority Regarding Continuing Town Support of the Windsor Downtown Development Authority (“Amended IGA”) is hereby approved.
2. The Town Manager is hereby authorized to execute the Amended IGA on behalf of the Town.
3. The Town Attorney is authorized to make such revisions and modifications to the form of the Amended IGA to carry out the intentions set forth herein.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 14th day of March, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
John S. Vazquez, Mayor

ATTEST:

Patti Garcia, Town Clerk

**AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT BETWEEN
THE TOWN OF WINDSOR, COLORADO AND THE WINDSOR DOWNTOWN
DEVELOPMENT AUTHORITY REGARDING CONTINUING TOWN SUPPORT OF
THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

This AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT (“IGA”) is made and executed this _____ day of _____, 2016, by and between the TOWN OF WINDSOR, a Colorado home rule municipal corporation (the “Town”), and the WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate and politic (the “DDA”).

WITNESSETH:

WHEREAS, by Ordinance No. 2011-1401, the Town created and established the DDA with all the purposes and powers now or hereafter authorized by Part 8 of Colorado Revised Statutes Title 31, Article 25 (the “DDA Statute”), and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8 within the boundaries of the DDA as such boundaries presently exist and may in the future be expanded (“DDA Boundaries”); and

WHEREAS, the DDA Statute has declared that the organization of downtown development authorities will serve a public use; promote the health, safety, prosperity, security, and general welfare of the inhabitants thereof and of the people of this state; will halt or prevent deterioration of property values or structures within central business districts; halt or prevent the growth of blighted areas within such districts, and assist municipalities in the development and redevelopment of downtowns and in the overall planning to restore or provide for the continuance of the health thereof; and

WHEREAS, pursuant to C.R.S. §31-25-808, the DDA is empowered to cooperate with the Town, to enter into contracts with the Town and to make or receive from the Town grants, contributions and loans; and

WHEREAS, the citizens of Windsor have consistently urged that the Town make revitalization of downtown a priority; and

WHEREAS, the Town and the DDA recognize the overall economic benefit to the Town of maintaining and revitalizing its downtown, which area serves as the Town’s center for commercial, financial, governmental, social, recreational, historic and cultural activities; and

WHEREAS, the Town and the DDA desire to promote redevelopment opportunities in the downtown that will generate economic development that results in increased employment, and increased tax revenue while preserving and enhancing the unique character of downtown as the heart of Windsor; and

WHEREAS, on February 22, 2010, the Town Board adopted Resolution No. 2010-13, within which the Town Board approved and adopted the Town of Windsor Downtown Design Guidelines and Financing Plan (“Downtown Plan”); and

WHEREAS, the Town and DDA acknowledge that Resolution No. 2010-13 directs Town staff and administration to work cooperatively with downtown business and property owners to implement the objectives of the Downtown Plan; and

WHEREAS, on June 15, 2011, the Board of Directors of the DDA adopted the DDA Plan of Development, which identifies the needs of downtown, and the programs, projects and actions that will be necessary to satisfy those needs; and

WHEREAS, one purpose of the DDA Plan of Development is to establish a framework by which the DDA will assist the Town in meeting its objectives on several Town-adopted plans impacting downtown, including the Downtown Plan; and

WHEREAS, it is important that the Town and the DDA work closely together to develop and approve appropriate planning and funding tools to maximize quality redevelopment opportunities in the downtown in order that the objectives of the DDA Plan of Development and the Downtown Plan can be accomplished; and

WHEREAS, on November 28, 2011, the Town and the DDA entered into an intergovernmental agreement which memorialized their respective commitments in connection with downtown planning objectives, the 2010 Election and the interim funding of the DDA through fiscal year 2016 (the “2011 IGA”);

WHEREAS, under the 2011 IGA, the Town agreed to provide funding to the DDA in recognition of the fact that, until sufficient property tax increment is being generated and property tax monies are available for DDA operations and capital program expenditures, the DDA would be unable to make significant progress toward achieving the objectives set forth in the DDA Plan of Development and the Downtown Plan; and

WHEREAS, the DDA has retained an Executive Director to provide administrative and managerial assistance to the DDA; and

WHEREAS, while the amount of funds available to the DDA through independent sources have increased in the years since the 2011 IGA was executed, including through tax increment financing mechanisms and other sources such as state-level grant funding, the amount of funds annually available to the DDA remains insufficient for the DDA to advance the goals of the DDA Plan of Development and the Downtown Plan without continued funding from the Town; and

WHEREAS, the Town and the DDA desire to enter into this IGA to memorialize their respective continued commitments in connection with downtown planning and redevelopment objectives and to continue Town funding of the DDA for fiscal years 2017 through 2021; and

WHEREAS, the DDA Board, on _____, 2016, , determined that this IGA is consistent with and in furtherance of the goals and purposes of the DDA and thereupon approved the terms of this IGA and authorized its Chairperson to execute it;

WHEREAS, the Town Board, on _____, 2016, determined that this IGA is consistent with and in furtherance of the goals and purposes of the Town and the DDA and thereupon approved the terms of this IGA and authorized the Town Manager to execute it; and

NOW, THEREFORE, in consideration of the mutual promises and other valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

ARTICLE ONE

TOWN COMMITMENTS

1.1 Development and Redevelopment Regulations.

The Town will work cooperatively with the DDA to evaluate new or additional regulations intended to promote responsible development and redevelopment within downtown Windsor (“New Land Use Regulations”). Town staff will prepare any proposed New Land Use Regulations, but will consult with the DDA before referring any such regulations for Town Board consideration, adoption or approval. The parties recognize that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

1.2 Funding with Town Sales Tax Revenue.

- a. **Funding Duration.** For fiscal years 2017 through 2021 and subject to the terms set forth herein, the Town will provide funding to the DDA in an amount equal to the portion of sales tax revenue collected within the DDA Boundaries, as set forth below in Sections 1.2.b. through 1.2.g. inclusive.
- b. **Sales Tax Base.** The Town will collect and set aside in a special fund for DDA budget revenue purposes a sum equal to all sales tax revenue collected by the Town within the original DDA boundaries for fiscal year 2010, less that percentage which is required by law for retirement of the bonded indebtedness associated with construction and expansion of the Community Recreation Center. This sum will be considered the “Sales Tax Base” for purposes of this IGA. Contingent upon Town approval of the DDA budget for each of the fiscal years identified in Section 1.2.a. above, the Sales Tax Base may be used by the DDA for its budgeted operations, programming, capital projects and the maintenance of appropriate reserves in accordance with the terms of this IGA. In the event the DDA original boundaries for fiscal year 2010 are expanded, the Town, in consultation with the DDA, shall determine whether such additional property should be added to the Sales Tax Base.
- c. **Sales Tax Increment.** In addition to the Sales Tax Base, the Town shall collect and set aside in a special fund for DDA budget revenue purposes a sum equal to the portion of sales tax revenue collected within the DDA Boundaries in excess of the Sales Tax Base revenue, which excess will be considered the “Sales Tax Increment” for purposes of this IGA. Contingent upon Town approval of the DDA budget for each fiscal year, the Sales Tax Increment may be used by the DDA for its budgeted operations, programming, capital projects and the maintenance of appropriate reserves in accordance with this IGA. Notwithstanding the funding duration timeframe set forth in Section 1.2.a, above, it is the intent of the Town Board that the Sales Tax Increment shall be appropriated by the Town Board to the DDA through the thirty-year tax increment term permitted under State law for the purpose of creating an incentive to downtown businesses to maximize retail opportunities and to assist the DDA in meeting the goals of the DDA Plan of Development and the DDA’s Downtown Strategic Plan (such strategic plan being addressed in Section 2.2 below).
- d. **Unexpended Town Funds.** To the extent that DDA budgeted funds from the Sales Tax Base or the Sales Tax Increment, or any combination thereof, is not expended as provided in this IGA in a given DDA fiscal year, the Town agrees that any such unexpended funds shall be transferred at the conclusion of each

fiscal year to a DDA Reserve Fund, which Reserve Fund monies may be used by the DDA for one or more capital projects, subject to the approval of the Town Board of any DDA budget which includes expenditure of such monies. Any funds present in the DDA Reserve Fund upon execution of this IGA shall remain in such fund for use by the DDA in accordance with the terms and conditions of this Section 1.2.d. Any funds that remain in the DDA Reserve Fund as of December 31, 2021, shall be subject to the provisions of Section 1.2.g. below.

- e. **Interest Earned on Town Funds.** The DDA shall be entitled to retain any interest earned on funds provided by the Town, including interest earned on unexpended Town funds. Interest on Town funds shall be separately accounted for as revenue within the DDA budget for each fiscal year during the initial funding duration described in this Section.

- f. **Credit for Town Administrative Support.** Given the substantial value of the administrative support provided by the Town to the DDA, the Town shall be entitled to offset against the revenue sources identified in Sections 1.2.b. and 1.2.c. the actual cost of direct administrative support provided to the DDA for those Town services listed on Exhibit “A,” attached hereto and incorporated herein by this reference, not to exceed a total of Thirty-five Thousand Dollars (\$35,000) in any calendar year. The Town and the DDA will meet during the last quarter of each year in which this IGA is in effect to review actual costs of such administrative support for the then-current year and projected administrative support needs for the subsequent year.

- g. **Review and Evaluation in 2021.** During the first half of Fiscal Year 2021, the parties will review and evaluate downtown Windsor needs and the DDA’s progress in meeting the objectives of the Downtown Plan, the DDA Plan of Development, the Downtown Strategic Plan and any other objectives established by mutual agreement during the preceding fiscal years. The purpose of such review and evaluation shall be to determine: (1) whether further Town sales tax funding will continue and, if so, at what levels; and (2) the disposition of any funds that remain in the DDA Reserve Fund on December 31, 2021. The parties anticipate that the completion of such review and evaluation will result in an amendment of this IGA or a separate intergovernmental agreement with respect to ongoing sales tax base and/or sales tax increment funding by the Town.

1.4 Downtown Incentive Program.

The Town hereby states its intention to continue its Town-wide retail development incentive program, including the retail development incentives for the downtown area. The Town will work cooperatively with the DDA with respect to any downtown development incentives proposed during the term of this IGA prior to Town Board action on any such incentives. Such downtown development incentives may include deferral, reimbursement or waiver of all or any portion of fees customarily included in the cost of building permits or other development approvals. The parties acknowledge that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

1.5 Continuance of Routine Maintenance of Downtown Improvements.

The Town will continue to be responsible for routine maintenance of Town improvements within the DDA Boundaries. However, in the event that any capital improvements funded by the DDA requires extra maintenance due to the enhanced nature of such improvements, in conjunction with annual Town Board approval of DDA budgets, the Town and DDA will reach specific agreements with respect to the allocation of maintenance responsibility for any such DDA capital improvements reflected in each such budget.

ARTICLE TWO

DDA COMMITMENTS

2.1 Financial and Administrative Self-Sufficiency. As part of its effort to become a self-sustaining entity supported by financial and administrative resources distinct from Town resources, the DDA agrees to undertake the following efforts:

- a. **Grant Funding.** The DDA will actively seek available grant funding from both public and private sources to further support its revenue requirements.
- b. **Capital Projects Focus.** The DDA acknowledges that one of its primary purposes is to increase property values within its boundaries, thus generating *ad valorem* property tax revenue statutorily available to the DDA. Therefore, the DDA will concentrate on the development of a formal Capital Improvements Plan emphasizing projects which are likely to result in increased property values within the DDA boundaries, while recognizing that a variety of DDA-funded activities and programs will also be necessary to provide needed economic vitality.

2.2 Downtown Strategic Plan.

The DDA has developed and approved a Downtown Strategic Plan, which establishes DDA priorities and strategies for accomplishing such priorities. The Downtown Strategic Plan, as may be amended from time-to-time, will guide the DDA in its approach to its objectives, such that the dedication of funds provided to the DDA by the Town is consistent with a strategy developed in advance.

2.3 Preparation of Annual Budget and Work Plan.

- a. **Annual Budget.** The DDA will provide to the Town the DDA’s annual budget by no later than November 1 of each year. The Town Board will complete its review of the DDA budget and issue its budget approval by December 31 of each year. The format for such DDA annual budgets shall be substantially the same as that submitted by the DDA in 2015.
- b. **Annual Work Plan.** The DDA shall annually prepare and submit to the Town a Work Plan in association with the DDA’s budget submittals as provided in Section 2.3.a. The format of such DDA Work Plans shall be substantially the same as that submitted by the DDA in 2015.

ARTICLE THREE

MISCELLANEOUS

3.1 Expansion of DDA Boundaries. The parties acknowledge that the DDA Statute governs the expansion of downtown development authority boundaries, and agree that the procedures set forth in said Part 8 shall apply to any expansion of the original DDA boundaries.

3.2 Notices. All notices to be given to parties hereunder shall be in writing and shall be sent by certified mail to the addresses specified below:

If to the DDA: Windsor Downtown Development Authority
Attn: Chairperson
P.O. Box 381
Windsor, CO 80550

With a copy to: Liley Law Offices, LLC
Attn: Lucia A. Liley, Esq.

419 Canyon Ave., Ste.220
Fort Collins, CO 80521

If to the Town: Town of Windsor
 Attn: Town Manager
 301 Walnut Street
 Windsor, CO 80550

With a copy to: Windsor Town Attorney's Office
 Attn: Ian McCargar, Town Attorney
 301 Walnut Street
 Windsor, CO 80550

- 3.3 **Governing Law.** This IGA shall be governed by, and its terms construed under the laws of the State of Colorado.
- 3.4 **Third Party Beneficiaries.** It is the mutual intent of the parties hereto that this IGA shall inure to the benefit of only the parties hereto. Accordingly, nothing in this IGA shall be construed as creating any right or entitlement which inures to the benefit of any third party.
- 3.5 **Annual Appropriation.** All financial obligations of the Town or the DDA arising under this IGA that are payable after the current fiscal year are contingent upon funds for that purpose being annually appropriated, budgeted and otherwise made available by the Town Board of the Town, in its discretion, and/or the Board of Directors of the DDA, in its discretion, as applicable.
- 3.6 **Benefit, Binding Effect, Covenant.** The parties hereto recognize that there are legal constraints imposed upon them by the constitution, statutes, and rules and regulations of the State of Colorado and of the United States, and imposed upon them by their respective governing statutes, charters, ordinances, rules and regulations, and that, subject to such constraints, the parties intend to carry out the terms and conditions of this IGA. Notwithstanding any other provision of this IGA to the contrary, in no event shall either of the parties be obligated hereunder to exercise any power or take any action that is be prohibited by applicable law. Whenever possible, each provision of this IGA shall be interpreted in such a manner so as to be effective and valid under applicable law.
- 3.7 **2011 IGA.** It is the intention of the parties that this IGA shall supersede the 2011 IGA.

IN WITNESS WHEREOF, the parties have executed this IGA the day and year first above written.

TOWN OF WINDSOR, COLORADO, a
municipal corporation

By: _____
Kelly Arnold, Town Manager

ATTEST:

Patti Garcia, Town Clerk

APPROVED AS TO FORM:

Ian McCargar, Town Attorney

WINDSOR DOWNTOWN
DEVELOPMENT AUTHORITY, a body
corporate and politic

By: _____
Bob Winter, Chairperson

ATTEST:

Craig Peterson, Secretary

Exhibit "A"

Town Employees

Patti Garcia

Dean Moyer

Any other Town employees authorized by the Town Manager and the
DDA Board

**INTERGOVERNMENTAL AGREEMENT BETWEEN TOWN OF
WINDSOR, COLORADO AND WINDSOR DOWNTOWN DEVELOPMENT
AUTHORITY REGARDING TOWN SUPPORT OF THE
WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY**

This INTERGOVERNMENTAL AGREEMENT ("IGA") is made and executed this 28th day of November, 2011, by and between the TOWN OF WINDSOR, a Colorado home rule municipal corporation (the "Town"), and WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate and politic (the "DDA").

WITNESSETH:

WHEREAS, by Ordinance No. 2011-1401, the Town created and established the DDA with all the purposes and powers now or hereafter authorized by Part 8 of Colorado Revised Statutes Title 31, Article 25 (the "DDA Statute"), and all additional and supplemental powers necessary or convenient to carry out and effectuate the purposes and provisions of said Part 8 within the boundaries of the DDA as such boundaries presently exist and may in the future be expanded ("DDA Boundaries"); and

WHEREAS, the DDA Statute has declared that the organization of downtown development authorities will serve a public use; promote the health, safety, prosperity, security, and general welfare of the inhabitants thereof and of the people of this state; will halt or prevent deterioration of property values or structures within central business districts; halt or prevent the growth of blighted areas within such districts, and assist municipalities in the development and redevelopment of downtowns and in the overall planning to restore or provide for the continuance of the health thereof; and

WHEREAS, pursuant to C.R.S. §31-25-808, the DDA is empowered to cooperate with the Town, to enter into contracts with the Town and to make or receive from the Town grants, contributions and loans; and

WHEREAS, the citizens of Windsor have consistently urged that the Town make revitalization of downtown a priority; and

WHEREAS, the Town and the DDA recognize the overall economic benefit to the Town of maintaining and revitalizing its downtown, which area serves as the Town's center for commercial, financial, governmental, social, recreational, historic and cultural activities; and

WHEREAS, the Town and the DDA desire to promote redevelopment opportunities in the downtown that will generate economic development that results in increased employment, and increased tax revenue while preserving and enhancing the unique character of downtown as the heart of Windsor; and

WHEREAS, on February 22, 2010, the Town Board adopted Resolution No. 2010-13, within which the Town Board approved and adopted the Town of Windsor Downtown Design Guidelines and Financing Plan ("Downtown Plan"); and

WHEREAS, the Town and DDA acknowledge that Resolution No. 2010-13 directs Town staff and administration to work cooperatively with downtown business and property owners to implement the objectives of the Downtown Plan; and

WHEREAS, it is important that the Town and the DDA work closely together, especially in the initial years, to develop and approve appropriate planning and funding tools to maximize quality redevelopment opportunities in the downtown; and

WHEREAS, the Town and the DDA have agreed that the qualified electors of the DDA will be asked at the April, 2012, municipal election to authorize certain financial transactions related to DDA tax increment monies and approving the future levy of an ad valorem tax to fund operations of the DDA; and

WHEREAS, it is anticipated that, until sufficient property tax increment is being generated and property tax monies are available for operations, the DDA will need funding and administrative support from the Town for its operations and for capital and program expenditures; and

WHEREAS, the Town and the DDA desire to enter into this IGA to memorialize their respective commitments in connection with downtown planning objectives, the 2010 Election and the interim funding of the DDA;

WHEREAS, the DDA Board, on November 16, 2011, determined that this IGA is consistent with and in furtherance of the goals and purposes of the DDA and thereupon approved the terms of this IGA and authorized its Chairperson to execute it;

WHEREAS, the Town Board, on Nov 28, 2011, determined that this IGA is consistent with and in furtherance of the goals and purposes of the Town and the DDA and thereupon approved the terms of this IGA and authorized the Town Manager to execute it; and

NOW, THEREFORE, in consideration of the mutual promises and other valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

ARTICLE ONE

TOWN COMMITMENTS

1.1 2012 Election.

- a. The Town's next biennial municipal election will take place on April 3, 2012 ("Municipal Election"). The DDA will through the Town Manager present to the Town Board a resolution ("DDA Election Resolution") for Town Board adoption which will refer to the qualified electors of the DDA the questions related to DDA financing, including whether the DDA should impose an *ad valorem* tax of up to five (5) mills upon all real property within the DDA Boundaries to be effective in January, 2012 ("Mill Levy Measure"). The proposed DDA Election Resolution will be referred by the DDA to the Town Manager sufficiently in advance of the applicable election deadline, such that the DDA Election Resolution may undergo revision and refinement, if necessary, before presentation for official action by the Town Board. The Town Board shall vote affirmatively in favor of the DDA Election Resolution, in order that the Mill Levy Measure is placed upon the ballot for consideration by the DDA electors during the Municipal Election.
- b. The Town will conduct the Municipal Election as required by law. The Town Clerk shall be designated the Election Official for the Municipal Election. The DDA and the Town will work cooperatively to produce a current and complete roster of all qualified electors within the DDA Boundaries in order that the Municipal Election may proceed as a mail election. The form and content of this roster shall be subject to final approval by the Town Clerk.

1.2 Development and Redevelopment Regulations.

- a. The Town and the DDA will work together to evaluate existing Town regulations applicable to land development and redevelopment ("Existing Land Use Regulations") to ascertain if such regulations promote the objectives of the Downtown Plan for responsible development and redevelopment within the DDA

Boundaries. To the extent Existing Land Use Regulations are deemed to be inconsistent with the objectives of the Downtown Plan, Town staff will work cooperatively with the DDA to arrive at revisions more consistent with the Downtown Plan, which revisions will be presented for review and comment to the Town's Planning Commission and to the Town Board for adoption or approval, as the case may be. The parties recognize that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

- b. In addition to an evaluation of Existing Land Use Regulations, the Town will work cooperatively with the DDA to evaluate new or additional regulations intended to promote responsible development and redevelopment within downtown Windsor ("New Land Use Regulations"). Town staff will prepare any proposed New Land Use Regulations, but will consult with the DDA before referring any such regulations for Town Board consideration, adoption or approval. The parties recognize that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

1.3 Interim Funding with Town Sales Tax Revenue.

- a. **Initial Funding Duration.** For fiscal years 2012 through 2016 and subject to the terms set forth herein, the Town will provide funding to the DDA from sales tax revenue generated within the DDA Boundaries, as set forth below in Sections 1.3.b. through 1.3.g. inclusive.
- b. **Sales Tax Base.** The Town will collect and set aside in a special fund for DDA budget revenue purposes a sum equal to all sales tax revenue collected by the Town within the original DDA boundaries for fiscal year 2010, less that percentage which is required by law for retirement of the bonded indebtedness associated with construction of the Community Recreation Center. This sum will be considered the "Sales Tax Base" for purposes of this IGA. Contingent upon Town approval of the DDA budget for each of the fiscal years identified in Section 1.3.a. above, the Sales Tax Base may be used by the DDA for its budgeted operations, programming, capital projects and the maintenance of appropriate reserves in accordance with the terms of this IGA. In the event the DDA original boundaries for fiscal year 2010 are expanded, the Town, in consultation with the DDA, shall determine whether such additional property should be added to the Sales Tax Base.
- c. **Sales Tax Increment.** In addition to the Sales Tax Base, the Town shall collect and set aside in a special fund for DDA budget revenue purposes a sum equal to

the portion of sales tax revenue collected within the DDA Boundaries in excess of the Sales Tax Base revenue, which excess will be considered the "Sales Tax Increment" for purposes of this Agreement. Contingent upon Town approval of the DDA budget for each fiscal year, the Sales Tax Increment may be used by the DDA for its budgeted operations, programming, capital projects and the maintenance of appropriate reserves in accordance with this IGA. Notwithstanding the funding duration timeframe set forth in Section 1.3.a, above, it is the intent of the Town Board that the Sales Tax Increment shall be appropriated by the Town Board to the DDA through the thirty-year tax increment term permitted under State law for the purpose of creating an incentive to downtown businesses to maximize retail opportunities and to assist the DDA in meeting the goals of the Downtown Strategic Plan.

- d. **Unexpended Town Funds.** To the extent that DDA budgeted funds from the Sales Tax Base or the Sales Tax Increment, or any combination thereof, is not expended as provided in this IGA in a given DDA fiscal year, the Town agrees that any such unexpended funds shall be transferred at the conclusion of each fiscal year to a DDA Reserve Fund, which Reserve Fund monies may be used by the DDA for one or more capital projects, subject to the approval of the Town Board of any DDA budget which includes expenditure of such monies. Any unexpended revenues from the Sales Tax Base as of December 31, 2016, shall be subject to the provisions of Section 1.3.g. below.
- e. **Interest Earned on Town Funds.** The DDA shall be entitled to retain any interest earned on funds provided by the Town, including interest earned on unexpended Town funds. Interest on Town funds shall be separately accounted for as revenue within the DDA budget for each fiscal year during the initial funding duration described in this Section.
- f. **Credit for Town Administrative Support.** Given the substantial value of the administrative support provided by the Town to the DDA, the Town shall be entitled to offset against the revenue sources identified in Sections 1.3.b. and 1.3.c. the actual cost of direct administrative support provided to the DDA for those Town employees listed on Exhibit "A," attached hereto and incorporated herein by this reference, not to exceed a total of Thirty-five Thousand Dollars (\$35,000) in 2012. The Town and the DDA will meet during the last quarter of 2012 to review actual costs to date of such administrative support and projected administrative support needs for 2013.

- g. **Review and Evaluation in 2016.** During the first half of Fiscal Year 2016, the parties will review and evaluate downtown Windsor needs and the DDA's progress in meeting the objectives of the Downtown Plan, the DDA Downtown Strategic Plan and any other objectives established by mutual agreement during the preceding fiscal years. The purpose of such review and evaluation shall be to determine whether further Town sales tax funding will continue and, if so, at what levels. The parties anticipate that the completion of such review and evaluation will result in an amendment of the within Agreement with respect to ongoing sales tax funding by the Town.
- h. **Town Funding Contingency.** Notwithstanding any of the foregoing, the parties agree that, in the event the Mill Levy Measure is not approved by the DDA electors, the Town may elect, in its sole discretion, to renegotiate the financial and administrative support provided to the DDA.

1.4 Downtown Incentive Program.

The Town hereby states its intention to develop a Town-wide retail development incentive program, within which retail development incentives for the downtown area will be included. The Town will work cooperatively with the DDA with respect to any downtown development incentives prior to Town Board action on any such incentives. Such downtown development incentives may include deferral, reimbursement or waiver of all or any portion of fees customarily included in the cost of building permits or other development approvals. The parties acknowledge that the adoption of Town policy is exclusively within the discretion and authority of the Town Board.

1.5 Continuance of Routine Maintenance of Downtown Improvements.

The Town will continue to be responsible for routine maintenance of Town improvements within the DDA Boundaries. However, in the event that any capital improvements funded by the DDA requires extra maintenance due to the enhanced nature of such improvements, in conjunction with annual Town Board approval of DDA budgets, the Town and DDA will reach specific agreements with respect to the allocation of maintenance responsibility for any such DDA capital improvements reflected in each such budget.

ARTICLE TWO

DDA COMMITMENTS

- 2.1 **Municipal Election.** The DDA recognizes that it needs to generate revenue independently of Town resources. Accordingly, the DDA agrees to support the Municipal Election as follows:
- a. **Preparation of Ballot Materials.** The DDA shall be responsible for the timely and complete preparation of the Municipal Election ballot title, ballot question and any other ballot-related requirements of the Town Clerk pursuant to applicable law.
 - b. **TABOR Materials.** The DDA shall be responsible for the timely and complete preparation of all notices, informational material and documentation required for compliance with Article X, Section 20 of the Colorado Constitution and related statutory requirements ("TABOR Materials"). DDA will coordinate with the Town Clerk with respect to the distribution of TABOR materials as required by law.
 - c. **DDA Payment of Election Costs.** The DDA shall reimburse the Town for all out-of-pocket election costs attributable to the Municipal Election, payment for which shall be rendered to the Town Clerk within sixty (60) days of the Town Clerk's final certification of the Municipal Election ballot results.
 - d. **Voter Education.** The DDA will support the Municipal Election by community outreach, downtown stakeholder communication and public education. The DDA will be primarily responsible for assuring public awareness and the significance of the Municipal Election.
- 2.2 **Financial and Administrative Self-Sufficiency.** As part of its effort to become a self-sustaining entity supported by financial and administrative resources distinct from Town resources, the DDA agrees to undertake the following efforts:
- a. **Grant Funding.** The DDA will actively seek available grant funding from both public and private sources to further support its revenue requirements.
 - b. **Capital Projects Focus.** The DDA acknowledges that one of its primary purposes is to increase property values within its boundaries, thus generating *ad valorem* property tax revenue statutorily available to the DDA. Therefore, the

DDA will concentrate on the development of a formal Capital Improvements Plan emphasizing projects which are likely to result in increased property values within the DDA boundaries, while recognizing that a variety of DDA-funded activities and programs will also be necessary to provide needed economic vitality.

2.3 Development and Approval of Downtown Strategic Plan.

The DDA has undergone a comprehensive strategic planning process, the result of which will be a DDA Downtown Strategic Plan adopted by the DDA Board of Directors. The Downtown Strategic Plan will guide the DDA in its approach to its objectives, such that the dedication of funds provided to the DDA by the Town is consistent with a strategy developed in advance.

2.4 Preparation of Annual Budget, 2012 Work Plan.

- a. **Annual Budget.** Attached is the Preliminary 2012 DDA Budget, the format of which shall serve as a model for all future DDA budgets. Commencing in fiscal year 2012, the DDA will provide to the Town the DDA's annual budget by no later than November 1 of each year. The Town Board will complete its review of the DDA budget and issue its budget approval by December 31 of each year.
- b. **Annual Work Plan.** Attached is a copy of the DDA's Preliminary 2012 Work Plan, which provides a format for annual Work Plans which shall be provided to the Town each year in association with the DDA's budget submittals as provided in Section 2.4.a.

ARTICLE THREE

MISCELLANEOUS

3.1 Expansion of DDA Boundaries. The parties acknowledge that the DDA Statute governs the expansion of downtown development authority boundaries, and agree that the procedures set forth in said Part 8 shall apply to any expansion of the original DDA boundaries.

3.2 Notices. All notices to be given to parties hereunder shall be in writing and shall be sent by certified mail to the addresses specified below:

If to the DDA: Windsor Downtown Development Authority
Attn: Chairperson
P.O. Box 381
Windsor, CO 80550

With a copy to: Liley, Rogers & Martell, LLC
Attn: Lucia A. Liley, Esq.
300 South Howes Street
Fort Collins, CO 80521

If to the Town: Town of Windsor
Attn: Town Manager
301 Walnut Street
Windsor, CO 80550

With a copy to: Ian McCargar
Frey McCargar & Plock, LLC
131 Lincoln Avenue, Suite 100
Fort Collins, CO 80524

- 3.3 **Governing Law.** This IGA shall be governed by, and its terms construed under the laws of the State of Colorado.
- 3.4 **Third Party Beneficiaries.** It is the mutual intent of the parties hereto that this IGA shall inure to the benefit of only the parties hereto. Accordingly, nothing in this IGA shall be construed as creating any right or entitlement which inures to the benefit of any third party.
- 3.5 **Annual Appropriation.** All financial obligations of the Town or the DDA arising under this IGA that are payable after the current fiscal year are contingent upon funds for that purpose being annually appropriated, budgeted and otherwise made available by the Town Board of the Town, in its discretion, and/or the Board of Directors of the DDA, in its discretion, as applicable.
- 3.6 **Benefit, Binding Effect, Covenant.** The parties hereto recognize that there are legal constraints imposed upon them by the constitution, statutes, and rules and regulations of the State of Colorado and of the United States, and imposed upon them by their respective governing statutes, charters, ordinances, rules and regulations, and that, subject to such constraints, the parties intend to carry out the terms and conditions of this IGA.

Notwithstanding any other provision of this IGA to the contrary, in no event shall either of the parties be obligated hereunder to exercise any power or take any action that is prohibited by applicable law. Whenever possible, each provision of this IGA shall be interpreted in such a manner so as to be effective and valid under applicable law.

IN WITNESS WHEREOF, the parties have executed this IGA the day and year first above written.

TOWN OF WINDSOR, COLORADO, a
municipal corporation

By: _____

Kelly Arnold, Town Manager

ATTEST:



Patti Garcia, Town Clerk



APPROVED AS TO FORM:



Ian McCargar, Town Attorney

WINDSOR DOWNTOWN
DEVELOPMENT AUTHORITY, a body
corporate and politic

By: _____

Bob Winter, Chairperson

ATTEST:



Craig Peterson, Secretary

Exhibit "A"

Town Employees

Elizabeth Fields

Patti Garcia

Dean Moyer

Any other Town employees authorized by the Town Manager and the
DDA Board