



TOWN BOARD REGULAR MEETING
April 25, 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.

MINUTES

A. CALL TO ORDER

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

1. Roll Call

Mayor
Mayor Pro Tem

Kristie Melendez
Myles Baker
Christian Morgan
Ken Bennett
Brenden Boudreau
Ivan Adams

Also Present:

Town Manager
Town Attorney
Town Clerk/Assistant to Town Manager
Communications/Assistant to Town Manager
Chief of Police
Director of Engineering
Town Prosecutor
Director of Parks, Recreation and Culture
Manager of Communications
Director of Economic Development
Director of Finance/IT
Chief Planner
Senior Planner
Deputy Town Clerk

Kelly Arnold
Ian McCargar
Patti Garcia
Kelly Unger
John Michaels
Dennis Wagner
Kim Emil
Eric Lucas
Katie VanMeter
Stacy Johnson
Dean Moyer
Carlin Barkeen
Josh Olhava
Krystal Eucker

2. Pledge of Allegiance

Town Board Member Morgan led the pledge of allegiance.

3. Arbor Day Poster & Poetry Contest Recognition

Mayor Melendez along with Town Board Member Adams and members from the Tree Board acknowledged the students that received awards from the poetry and poster contest.

4. A Mayoral Proclamation for the Appointment of Board And Commission Liaisons for Members of The Windsor Town Board

Mayor Melendez read the Mayoral Proclamation.

5. Proclamation for Economic Development Week

Mayor Melendez read the proclamation.

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

Mayor Pro Tem Baker 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, Bennett, Boudreau, Adams, Melendez; Nays- None; Motion passed.

7. Board Liaison Reports

- Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate (formerly liaison to Water & Sewer Board)
Mayor Pro Tem Baker reported the Water and Sewer Board had no action items; there was two presentations regarding Windsor’s Water Conservation Plan and also water and sewer drainage projects for 2016.
- Town Board Member Morgan – Water & Sewer Board; Clearview Library Board (formerly liaison to Parks, Recreation & Culture and Great Western Trail Authority)
Town Board Morgan reported the Parks, Recreation and Culture Board discussed the Parks Master Plan update which included a discussion about programs to add, expand or improve upon. Also discussed the pocket park at 15th Street and Walnut and offered some guidance on what would be good amenities for that park. The grant that the pickle ball players applied for was not accepted so they may be coming before the Town Board.
- Town Board Member Bennett – Planning Commission; Windsor Housing Authority
Town Board Member Bennett had no report.
- Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
Town Board Member Boudreau had no report.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Adams reported the Poudre River Trail Corridor Board will be holding a Trail-A-Thon on May 14, 2016 which will begin at the Poudre Learning Center.
Mr. Adams reported the Arbor Day events were a success again this year. Homeowners with sick trees may contact the Tree Board to have the tree looked at.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO (formerly liaison to Chamber of Commerce)
Mayor Melendez reported the Chamber is planning the All Town BBQ for June 2 starting at 6:30 and are seeking volunteers for the event.
Ms. Melendez reported the DDA did approve the Sertoma Club Program and 11 businesses so far have been visited by the Sertoma Club and have agreed to put up a post in front of their business. The Sertoma Club will then display US flags on nine scheduled holidays with the first flags being flown on Memorial Day.
Ms. Melendez reported formal action and adoption of the Strategic Plan should be completed in the May meeting, pop-up art at will be installed in the downtown corridor and the DDA has completed the application for the Colorado Main Street candidate status. A clean-up day for downtown has been scheduled for May 13, 2016 starting at 2:00 a.m.

8. Invited to be Heard

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

B. CONSENT CALENDAR

1. Minutes of the April 11, 2016 Regular Town Board Meeting and April 18 Special Board Meeting – K. Eucker
2. Resolution No. 2016-25 - A Resolution Approving The Sixth Amendment to an Intergovernmental Agreement Between the Town of Windsor and the Poudre Tech Metropolitan District for the Purpose of Assuring the Orderly Provision of Public Improvements in the South Hill Subdivision – I. McCargar
3. Advisory Board Appointment – P. Garcia
Mayor Pro Tem Baker motioned to approve the consent calendar as presented. Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Boudreau, Adams, Melendez; Nays- None; Motion passed.

C. BOARD ACTION

1. Public Hearing – Final Major Subdivision Plat for The Ridge at Harmony Road Subdivision – HR Exchange LLC., The Landhuis Company, applicant/ Jeff Mark, The Landhuis Company, applicant’s representative
 - Quasi-judicial action
 - Staff presentation: Josh Olhava, Senior Planner

Mr. McCargar commented that the reason the public hearing is on the agenda tonight and the issue was not done a couple weeks ago is because Anadarko Petroleum Corporation objected to the subdivision going forward without some accommodation of its mineral interest. The Town was presented last Friday with a letter signed by a representative of Anadarko in which Anadarko stated it wishes to withdraw the objection so that will satisfy the requirements of the mineral owner statute so the presentation of evidence can move forward.

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

Per Mr. Olhava the applicant, HR Exchange LLC., represented by Mr. Jeff Mark of the Landhuis Company has submitted a final major subdivision plat, known as The Ridge at Harmony Road Subdivision. The subdivision encompasses approximately 441 acres and is zoned Residential Mixed Use (RMU). The annexation master plan and rezone that went through over a year ago required the applicant to designate 10 acres for commercial development.

Final Plat characteristics:

- 4 total phases of development
- 415 total single-family residential lots and 1 commercial lot;
 - phase 1 = ~154 residential lots
 - phase 2 = ~141 residential lots
 - phase 3 = ~120 residential lots
 - phase 4 = 1 commercial lot
- residential lots range from approximately 6,000 to 20,000 square feet in size;
- 11 open space tracts (drainage, utility & access); and
- 3 future development tracts.

The applicant held a neighborhood meeting on March 26, 2015 and there were approximately 20 neighbors in attendance. At the July 15, 2015 regular meeting, the Planning Commission approved the Preliminary Subdivision Plat as presented, subject to staff conditions. In addition, the Planning Commission held a public hearing before providing their recommendation on the final major subdivision on April 6, 2016.

The standard conditions of approval require that all remaining Town comments be addressed and the outstanding items that shall be completed prior to recordation of the plat include:

- Applicant finalizing the development agreement, incorporating all remaining staff comments.

Mr. Olhava stated one item is an area of disagreement within the development agreement that requires the Town Board to provide feedback and direction. A southern section of County Road 13 is not being improved. That road is currently a chip seal road and the Town of Windsor and Town of Timnath entered into an Intergovernmental Agreement that specifies any development occurring within this segment of County Road 13 requires the entire road be built to the standards specified by the towns. Staff has been working with the applicant to postpone improvements until the directly adjacent tract is platted or developed. The disagreement relates to the maintenance and the responsibilities of the section of County Road 13.

Mr. Olhava stated an excerpt of the development agreement reads in part, "The Developer shall maintain the chip-sealed portion of WCR 13 to a level of service satisfactory to the Town and the Town of Timnath until such time as the Town of Timnath issues final acceptance of the permanent roadway improvements on WCR 13 as specified in the Annexation Agreement. The Developer shall have thirty (30) days from the issuance of notice to correct a non-conforming roadway condition, regardless of the cause or origin of the condition. The Town may not declare a default under this Agreement during any applicable correction period on account of any non-conforming roadway condition. The Town reserves the right to complete corrective work under this sub-paragraph in the event the Developer does not comply as required."

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

At their April 6, 2016 the Planning Commission forwarded a recommendation of approval of the final major subdivision to the Town Board as presented subject to the following conditions and staff concurs with the recommendation.

1. Applicant shall address mineral owner concerns prior to the Town Board's consideration on the subdivision;
2. Applicant shall finalize the development agreement, incorporating staff's recommended development agreement language on the chip seal maintenance and ultimate buildout of WCR13/County Line Road;
3. Applicant shall work with staff to finalize the infrastructure improvement drawings addressing all remaining staff comments;
4. All remaining Planning Commission and Town comments shall be addressed prior to recordation of the plat and development agreement; and

5. All development requirements shall continue to be met.

Staff requests the following be entered into the record:

1. Applicant and supplemental materials;
2. Staff memorandum and supporting documents;
3. All testimony presented during the public hearing;
4. Recommendation.

Mr. Baker inquired as to the rationale of not having the applicant reconstruct all of County Road 13.

Mr. Olhava stated staff has been working with the applicant since they are not developing directly adjacent to the portion of road in question but the intent was to work with the developer on delaying that section of improvement.

Mr. Baker inquired if it is the applicant's position that the Town maintains the chip seal road.

Mr. Olhava stated that is correct; the Town and Timnath would continue to maintain that chip seal road.

Ms. Melendez inquired if the towns would maintain that road until development occurs in the southern quadrant.

Mr. Olhava stated the way the language is reading is that the chip seal be maintained by the developer and if there is any damage caused then the developer will fix the damage in the chip seal and then there is a deadline of November 1, 2017 or with subsequent development to complete all improvements.

Ms. Melendez inquired if with subsequent development the expectation would be that they need to bring to full development.

Mr. Olhava stated if that occurs prior to November 1, 2017. The IGA with Timnath that was signed by both mayors at the time stated that wherever the first access point into the subdivision was, from that point down to Harmony Road will need to be improved.

Mr. Morgan inquired if Windsor can get around the prior agreement.

Mr. Olhava stated engineering staff on both sides were working as well as other Town staff had been in discussions on timing the improvements; working on phasing the improvements but still getting the improvements completed within a certain amount of time.

Mr. Morgan inquired if Timnath has been informed of where Windsor is at today.

Mr. Olhava stated Timnath has reviewed the chip seal language and has been involved.

Mr. Morgan inquired if Timnath's recommendations were fully vetted out by Windsor as well and this is the result.

Mr. Olhava that is correct.

Mr. Baker inquired as to the distance that is chip sealed.

Mr. Wagner stated it is approximately a quarter mile

Mr. Baker inquired if the developer wants the Town to maintain an unapproved road.
Mr. Olhava stated that is correct.

Mr. Adams inquired about a school within the area.
Mr. Olhava stated the proposed plat is within the Weld RE-4 School District so students would go to the Windsor School District. The applicant has been working with the school on a site location for an elementary school but that has not been decided on as of yet.

Mr. Beaudreau inquired if the phase 4 commercial lot is a requirement.
Mr. Olhava stated through the annexation agreement for the $\frac{3}{4}$ section that is being platted, the developer is required to have a minimum of 10 acres of commercial development because there used to be a commercial development along the southern boundary.

Mr. Beaudreau inquired if that requirement was because of previous zoning.
Mr. Olhava stated that is correct.

Mr. Baker inquired about the dark sky community but assumed under Town standards a neighborhood would not go without street lights.
Mr. Olhava stated the Town does require street lights and full cutoff where possible.

Mr. Baker inquired about the lots sizes
Mr. Olhava stated there are a few lots that are up to 30,00 square feet.

Mr. Baker inquired about the lots sizes up to 30,000 square feet.
Mr. Olhava stated there are a few lots in the center area that are slightly larger but the majority of the lots are around the 20,000 square foot range and some are around the 6,000 square foot lots.

Mr. Baker inquired about the set back from the property line for construction of a structure, 40-50 feet.
Mr. Olhava stated the development agreement states 40 feet from the back to the next structure as some of the estate lots do like to have a bigger garage or outbuildings.

Mr. Baker inquired if there is a greenbelt between the two.
Mr. Olhava stated there is not a greenbelt but there is a 40 foot offset and there is also an easement area.

Mr. Morgan inquired if the split rail fence would be on the far east property line.
Mr. Olhava stated a split rail fence could be placed right on the property line and then it is 40 feet in for any structure to be constructed.

Ms. Melendez inquired if Timnath has been collecting a road impact fee in conjunction with the IGA.
Mr. McCargar stated not under the IGA but there is an understanding that cost sharing will take place and that Timnath will notify Windsor of what is expected in the coming

years so Windsor can take that into account when budgeting for road maintenance. Windsor expects Timnath will provide an estimate of maintenance costs to Windsor for the upcoming year which is incorporated into the budget; disbursements are made based on actual costs.

The applicant's representative Jeff Mark, 519 Prospect Drive, Castle Rock, CO stated he believes the disagreement regarding County Road 13 stems from Timnath collecting a traffic impact fee for Harmony Road however they spent that money instead of improving County Road 13 on some other improvement elsewhere within the Town of Timnath. Now the applicant is tasked to improve County Road 13 and the applicant's perspective in the matter is that what is being asked of is not fair and equitable because the traffic study that has been vetted out which was required and mandated by the Town of Windsor does not mandate that the applicant maintain the road. The applicant is improving the majority of County Road 13 and other abutting roads based on the approved traffic study then holding a two year warranty for those improvements but do not believe it would be fair and equitable to be asked to also maintain a roadway that we do not currently own and maintain and a roadway that we are only improving.

Rose Leautaud, 36933 CR 15, Windsor, CO has concerns regarding the construction traffic and road damage to County Road 15 and feels that County Road 13 could be utilized as well. Ms. Leautaud is also concerned about water drainage issues at County Road 76 and County Road 13.

Denise Hazard, 6740 Alexander Drive, Windsor, CO has concerns regarding eastbound traffic on Harmony Road turning north onto County Road 13 and inquired if there will be turning lanes installed. Also the area is lacking shoulders on the road.

Stephanie Thomas, 2509 Farnell Road, Fort Collins, CO stated westbound traffic will have a right hand turn and a left hand turn onto 13 going south; eastbound traffic will have a left-hand turn lane.

Cheryl Van Ackern, 36746 Bryan Avenue, Windsor, CO is requesting the Town Board to consider restricting single-family homes in the lots adjacent to Alexander and Roth Estates, require the developer include dark skies in their conveyance so the remaining building standards even for the homes are built to dark skies compliance so there is no light noise in the neighborhood and also before any building permits can be issued the road improvements need to be made to include bike paths and ample shoulders that are paved on all adjacent roads.

Mr. Mark stated the lots adjacent to Alexander and Roth Estates range from approximately 18,000-29,000 and the applicant has agreed to impose certain restrictions as stated to include no 6-foot privacy fences, 40 foot set back from the property line abutting Alexander and Roth Estates. Homes will not be close to the 40 foot set back as the lots range from 180 feet deep to 250 feet deep and that guideline was intended for accessory buildings. Mr. Mark stated it was not agreed upon to only allow single story homes as that creates a marketing issue and may create an issue that builders have a harder time selling homes but did agree to encourage single story homes through conveyance, design guidelines and architecture review.

Mr. Baker inquired if there is a way to require a certain percentage of the homes to be single story.

Mr. Mark stated that is an option; 25% could be single story homes.

Mr. Morgan inquired as to how the conveyance will address outbuildings and recreational vehicle parking.

Mr. Mark stated typically they refer to the Town code for setbacks; boats, trailers, RV's will be uncompliant with the conveyance.

Mr. Bennett inquired if there is a draft conveyance.

Mr. Mark stated there is not one as of yet; there will be a metro district.

Mr. Morgan inquired if there has been discussion with Timnath regarding the applicant's opinion on the road impact fees.

Mr. Mark stated Timnath is aware and they did not have a good answer as to why they spent the money elsewhere. Mr. Mark stated the applicant is installing 66% of the full improvement of the roadways and Timnath will come in after the fact and put in the remainder of that roadway; what is being negotiated now is for the applicant to build out the full roadway so Timnath would cost share in that and then the roadway would be built in full from the beginning. Mr. Mark will also look into the drainage issues brought up previously.

Mr. Baker inquired as to the construction vehicles on County Road 15 versus County Road 13.

Mr. Mark stated they will tell the contractors to go wherever the Town wants them to go. County Road 15 has turn lanes so for larger trucks that would be the better access point.

Ms. Melendez inquired if there was any direction from the Planning Commission with regard to what road to utilize.

Mr. Olhava stated there was no direction.

Mr. Baker inquired if there will need to be changes to the annexation agreement if the unapproved section happens.

Mr. McCargar stated the annexation agreement takes into account the proportionality of impact of development and so what we are doing here is under the terms of the development agreement which is a narrower focus, is just modifying that to call for some use of the roadway under current circumstances with the expectation that it will be maintained to some level until it is permanently approved.

Mr. Baker inquired if the road will be dedicated to the Town once completed.

Mr. McCargar stated it will be dedicated to Timnath.

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

2. Resolution No. 2016-23 – A Resolution Approving the Final Major Subdivision Plat for The Ridge at Harmony Road Subdivision – HR Exchange LLC., The Landhuis Company, applicant/ Jeff Mark, The Landhuis Company, applicant’s representative
 - Quasi-judicial action
 - Staff presentation: Josh Olhava, Senior Planner

Mayor Pro Tem Baker motioned to approve Resolution No. 2016-23; Town Board Member Morgan seconded the motion.

Mr. Olhava had nothing further to add but did clarify the recommendation from the planning commission does include the chip seal language.

Mr. Baker inquired if the items the applicant agreed to is included in the public record.

Mr. McCargar stated there were some offers from the applicant’s representative and it should be clarified where they stand on the conditions as they can be incorporated into the development agreement; 25% of the larger lots that neighbor subdivisions will be single story homes and the contractors for this development will take routes that the Town requires them to take.

Mr. Mark concurs with Mr. McCargar’s response.

Mr. Morgan inquired if trucks will be required to use County Road 13 will be included in the agreement.

Mr. Mark stated they won’t impose that but if the Town mandates or recommends that then they will abide by that.

Mr. Mark did state clarification is needed for the maintenance of County Road 13 and the truck route.

Mr. Arnold stated there is no position on what truck route to use. Also, in the IGA the developer is responsible for the maintenance of chip sealed road.

Mr. Bennett inquired if the Town has to authority to require only single story homes be built in phase 3.

Mr. McCargar stated if the land owner is willing to include in the declaration of conveyance the requirement that 25% of the lots contain single story homes then it can be done; the Town cannot impose that regulation in the absence of the landowner’s agreement.

Ms. Melendez inquired about the Planning Commission forwarding a recommendation of approval based on five conditions; have those conditions been met or agreed upon with the applicant.

Mr. Olhava stated the applicant is working on the five recommended conditions.

Ms. Melendez inquired about clarification regarding County Road 13 chip seal.

Mr. McCargar stated the Town Board can direct the Town Attorney to keep the language that has been proposed or modify it in a specific way.

Mr. Baker commented that he would like to keep the language as is.

Ms. Melendez inquired if the language is kept as is, is the applicant agreeable to it.

Ms. Mark stated they are not in agreement as they do not believe it is being fair and equitable abased on how current development agreements are structured elsewhere.

Ms. Melendez inquired as to what the applicant is looking for.

Mr. Mark stated through the normal course of construction the roadway will be improved through the required and approved traffic study and Timnath or Windsor continue to maintain as they have been doing.

Mr. Bennett inquired about the November 1, 2107 date.

Mr. Olhava stated that is a deadline for the developer to complete permanent roadway improvements to Weld County Road 13 as specified in the annexation agreement on or before November 1, 2017.

Mr. Bennett inquired if that does not include the quarter mile chip seal stretch.

Mr. Olhava stated that would include that section.

Ms. Melendez inquired if there is some allowance on that date for unforeseen reasons.

Mr. McCargar stated it is not unusual to re-negotiate deadlines like this but it is a target date.

Mr. Mark inquired as to why the agreement was contemplated for full improvement when town code otherwise requires roads built to traffic impact.

Mr. McCargar stated that would entail a fairly intensive discussion that would include facts and code so if the conversation continues a public hearing would need to be reopened.

Ms. Melendez inquired about Timnath collecting an impact fee but it is unknown where those dollars are.

Mr. Arnold stated Timnath has a similar program to Windsor; their impact fees are collected for system wide and they determine where to use them. It is not necessarily a fair assessment of their judgement of how they use their funds. Timnath collects it and put those funds toward other roads.

Mr. Morgan does not feel more testimony needs to be taken on this issue.

Mr. Bennett stated it may be better to complete the road sooner rather than later.

Ms. Melendez inquired if the resolution is approved as it sits right now, is there enough direction or is further direction required.

Mr. McCargar stated the resolution that is before the Town Board assumes the language that is the Town of Windsor's language is part of the package. If the subdivision is approved the other items being approved is language in the subdivision agreement that requires restoration of the chip seal portion of the road and construction of the permanent improvements by November 1, 2017. If those terms should be changed, a motion to amend would need to be made.

Mr. Olhava stated the resolution would be with the recommendation as written so the 25% single story home restriction as part of official action on the resolution would need to be added.

Mr. McCargar stated a motion would be required to amend, a second on the amendment and then a vote on the question as amended.

Mr. Boudreau confirmed the amendment was to the resolution.

Mr. McCargar stated that is correct; if the amendment carries, the original resolution including the 25% portion.

Mr. Boudreau inquired if the amended portion has the force of law.

Mr. McCargar stated if the language is in the development agreement that is the expectation that it will be in the conveyance.

Mr. Adams motioned to amend to add the 25% single story requirement to the lots that border the neighboring subdivision to the east and that will be included in the declaration of conveyance and not part of the subdivision agreement other than to say that the developer would be required to include it in the conveyance; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Boudreau, Adams, Melendez; Nays- None; Motion passed.

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

3. Resolution No. 2016-26 – A Resolution Approving the Acceptance of the donation presented by the Windsor Chapter of the World Peace Prayer Society, in conjunction with our Public Art Program

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

Town Board Member Adams motioned to approve Resolution No. 2016-26; Town Board Member Bennett seconded the motion.

Per Mr. Lucas the Parks, Recreation and Culture Advisory Board was approached in April of 2015 regarding the possibility of installation of a “Peace Poll” at Eastman Park. The Peace Poll began in Japan in 1955 after the bombing of Hiroshima and the first Peace Poll was installed in 1986 in Los Angeles. The group that is behind the international effort of Peace Polls is the World Peace Prayer Society. Many Peace Polls have been installed in Colorado in parks, museums, libraries, churches and educational institutions.

The World Peace Prayer Society completed their application for the donation of a Peace Pole to be placed In Eastman Park, near the Treasure Island Master Gardner area which fits into the Public Art Plan, The pole stands approximately 7 feet tall and has the wording “May Peace Prevail on Earth” in four different languages.

Ms. Melendez inquired about graffiti and how easy it would it be to clean.

Mr. Lucas stated it is a vinyl pole similar to a vinyl fence so if that did happen graffiti remover would be used to clean the pole.

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

4. Financial Report

- Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer gave an overview of the Monthly Financial Report.

- The CRC expansion sales tax collections surpassed budget requirement for March.
- Single Family Residential building permits total 158 through March 2016; up from 77 in March 2015.
- Collections of the 3.2% sales tax for March were at a record high of \$667,824; bolstered by a one-time collection of \$141,537.
- March 2016 sales tax collection was up \$75,644 or 12.77% from March 2015.
- Annual revenue from the three major collections has cleared the benchmark projection.

5. Economic Development Report

- Staff presentation: Stacy Johnson, Director of Economic Development

Ms. Johnson introduced Rich Warner, President and CEO of Upstate Colorado.

Mr. Warner stated Upstate Colorado is a public/private partnership based in Weld County and services 31 communities as well as working on regional economic development issues. Previously Windsor would send leads that were on the Larimer County side to a Larimer County organization and leads on the Weld County side would go to Upstate Colorado. Economic Development leads in the Town of Windsor regardless of what county it was in it would be a good opportunity for Windsor.

Last year Upstate Colorado received approximately 70 leads and 77% of those leads were generated internally; 42 projects leads were sent to Windsor. Currently there are still 11 active projects.

Last year Upstate Colorado worked on projects that generated up to approximately \$252 million in investments and over 1,100 jobs. Emphasis is placed on retention and expansion; 80% of new jobs are created by existing companies as growing a company is easier to do than to bring in a new company. Revolving loan services are available to small businesses.

Mr. Arnold inquired as to how much the Town of Windsor pays for its membership.

Mr. Warner stated the Town's membership is currently at the \$10,000 level.

Ms. Johnson stated moving forward with Economic Development Reports this summer, some partners will be brought in so they can explain how they are beneficial to the Town. The Windsor Chamber of Commerce will be coming in June; Small Business Development Center in August.

Ms. Johnson stated a presidential election can affect what businesses do but Windsor has received approximately 30 prospects this year mostly in the industrial sector.

Ms. Melendez inquired about the Broker Day.

Ms. Johnson stated the Windsor Broker Event is scheduled for June 7, 2016 from 8:00-9:30 a.m. at Water Valley. Commercial brokers and real estate individuals are invited to the event and they are provided a presentation from the Planning Department and Economic Development and then the individuals can play a round of golf or go on a helicopter ride.

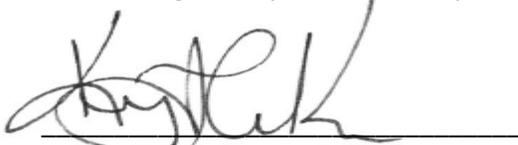
D. COMMUNICATIONS

1. Communications from the Town Attorney
None
2. Communications from Town Staff
Kelly Unger introduced Communications Manager Katie VanMeter to the Town Board.
3. Communications from the Town Manager
None
4. Communications from Town Board Members
None

E. 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, Bennett, Boudreau, Adams, Melendez; Nays- None; Motion passed.

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



Krystal Eucker, Deputy Town Clerk