



TOWN BOARD REGULAR MEETING
May 23, 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 – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate
 - Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
 - Town Board Member Bennett – Planning Commission; Windsor Housing Authority
 - Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority
 - Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
 - Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
 - Town Board Member Melendez – Downtown Development 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 May 9, 2016 Town Board Meeting – K. Eucker
2. Advisory Board Appointment – P. Garcia

C. BOARD ACTION

1. 2016 Windsor Harvest Festival - Long Grant Form Request
 - Staff Introduction – Tara Fotsch, Recreation Manager
 - Applicant Presentation – Casey Johnson

2. Update and Request for Direction for Pickleball Court Project at Main Park
 - Staff presentation: Eric Lucas, Director of Parks, Recreation & Culture
3. Resolution No. 2016-34 - A Resolution Adopting the 2016 Parks, Recreation & Culture Master Plan
 - Legislative action
 - Staff presentation: Eric Lucas, Director of Parks, Recreation & Culture
4. Resolution No. 2016-35 – A Resolution Making Certain Findings of Fact Concerning the Labue Farm Annexation to the Town of Windsor, Colorado; Determining Substantial Compliance with Section 31-12-101, *ET SEQ.*, C.R.S., “The Municipal Annexation Act of 1965”; and Establishing Dates for Public Hearings before the Planning Commission and the Town Board of the Town of Windsor, Colorado, with Regard to the Labue Farm Annexation
 - Legislative action
 - Staff presentation: Josh Olhava, Senior Planner
5. Authorize Approval of Economic Inducements and Development Incentives for the Development of Property by Advanced Roofing & NoCO Sheet Metal for Commercial Purposes Within Windsor
 - Legislative action
 - Staff presentation: Stacy Johnson, Director of Economic Development
6. Community Development Report
 - Staff presentation: Scott Ballstadt, Director of Planning
7. Financial Report April 2016
 - Staff presentation: Dean Moyer, Director of Finance
8. Authorize Mayor and Town Manager to Meet with Fort Collins for Further Discussions about Joint Intergovernmental Agreement
 - Staff presentation: Kelly Arnold, Town Manager

D. COMMUNICATIONS

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

E. ADJOURN



TOWN BOARD REGULAR MEETING
May 9, 2016 - 7:00 P.M.
Town Board Chambers
301 Walnut Street, Windsor, CO 80550

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MINUTES

A. CALL TO ORDER

Mayor Melendez called the meeting to order at 7:00 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
Director of Public Works
Director of Planning
Town Prosecutor
Director of Parks, Recreation and Culture
Communications Manager
Chief Planner
Senior Planner
Senior Planner
Deputy Town Clerk

Kelly Arnold
Ian McCargar
Patti Garcia
Kelly Unger
John Michaels
Dennis Wagner
Terry Walker
Scott Ballstadt
Kim Emil
Eric Lucas
Katie VanMeter
Carlin Barkeen
Josh Olhava
Paul Hornbeck
Krystal Eucker

2. Pledge of Allegiance

Town Board Member Bennett led the pledge of allegiance.

3. Resolution No. 2016-27- A Resolution Pursuant To Section 3.7 Of The Town Of Windsor Home Rule Charter Appointing Paul Rennemeyer To Serve As The Town Board Representative From District 4 To Fill The Unexpired Elected Term Of Kristie Melendez

- Legislative action
- Staff presentation: Patti Garcia, Town Clerk

Mayor Pro Tem Baker motioned to approve Resolution No. 2016-27; Town Board Member Adams seconded the motion.

Per Ms. Garcia letters of interest and applications were received for the vacant District 4 position with interviews of the applicants held on May 2, 2016. Based on the interviews the Town Board has decided to appoint Paul Rennemeyer to the vacant District 4 seat that will expire in April of 2018.

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

Ms. Garcia asked Mr. Rennemeyer to stand and raise his right hand as the Oath of Office was recited to which Mr. Rennemeyer responded, "I will."

4. 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, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.
5. Proclamation – National Public Works Week
Mayor Melendez read the proclamation.
6. Proclamation – National Police Week
Mayor Melendez read the proclamation.
7. Proclamation – Mental Health Month
Mayor Melendez read the proclamation.
8. Board Liaison Reports
 - Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate
Mayor Pro Tem Baker had no report for the Park, Recreation & Culture Board.
Mr. Baker reported the MPO approved an office lease and remodel financing in lieu of paying higher rent. The MPO is contracting out the remodel of the office which will be paid for by Van Go funds and will in turn be reimbursed over the next five years. A new computer server was approved for purchase for the Van Go program. A presentation was made regarding traffic incident management which brings together police, fire, ambulance and tow trucks to process accident scenes more efficiently; the faster they can clear these accidents the more lives they can save. Also this summer some low impact projects will take place along the side of US34 with no road closures. Heavier road work will commence on US34 after Labor Day. Construction of the climbing lanes at Berthoud Hill will begin on May 19, 2016.
 - Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
Town Board Member Morgan had not report
 - Town Board Member Bennett – Planning Commission; Windsor Housing Authority
Town Board Member Bennett had no report for the Windsor Housing Authority.
Mr. Bennett reported the Planning Commission met last Wednesday and those items are on the agenda this evening.

- Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority
Town Board Member Rennemeyer had no report
- Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
Town Board Member Boudreau reported the Chamber is meeting Wednesday at 7:00.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Arbor Day activities were a success. The sick tree day is scheduled for June 23, 2016; contact a Tree Board member or the Public Works Department for inspection of sick trees.
Mr. Adams reported the Poudre River Trail Authority has scheduled a Trail-A-Thon for May 14, 2016 and will take place at the Poudre Learning Center. The Poudre River Trail Authority discussed the RainDance Golf Course and how the Trail relates to the Planned Unit Development.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO
Mayor Melendez had no report.

9. 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 25, 2016 Town Board Meeting – K. Eucker
 2. Resolution No. 2016-28 - A Resolution Approving the Agreement in Anticipation of Development between the Town of Windsor and Windsor Investments, LLC and JBT Associates, LLC Regarding a Single-family Detached Residential Development of Property Located in the Interstate 25/State Highway 392 Corridor Activity Center-I. McCargar
 3. Resolution No. 2016-29 - A Resolution Adopting and Reaffirming the Larimer County and Weld County 2016 Multi-Jurisdictional Hazard Mitigation Plans – J. Michaels
 4. Resolution No. 2016 -30 - Approving a Memorandum of Understanding between the Town of Windsor and the Colorado Department of Public Safety, Division of Fire Prevention and Control, for the purpose of Coordinated Building Inspection Services – S. Ballstadt
 5. Report of Bills for April 2016 – D. Moyer
- Town Board Member Adams 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, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.**

C. BOARD ACTION

1. Resolution No. 2016-31 – A Resolution Approving a Final Site Plan – Lake View Addition to the Town of Windsor 7th Filing, Lot 1 – Joe Shrader, applicant
 - Quasi-judicial action
 - Staff presentation: Josh Olhava, Senior Planner

Town Board Member Adams motioned to approve Resolution No. 2016-31; Mayor Pro Tem Baker seconded the motion.

Per Mr. Olhava the applicant, Mr. Joe Shrader has submitted a final site plan known as Lake View Addition to the Town of Windsor Subdivision 7th Filing, Lot 1 Site Plan. The site plan encompasses approximately 0.20 acres and is zoned Residential Mixed Use (RMU). The site will include a new 2-story, 4-unit, multi-family building.

Site characteristics include:

- a 2,213 square foot building footprint;
- 8 off-street parking spaces; and
- architectural materials to match the neighborhood.

The application is consistent with the various goals and objectives of the 2016 Comprehensive Plan as well as the Vision 2025 document.

At their May 4, 2016 regular meeting the Planning Commission forwarded to the Town Board a recommendation of approval of Resolution No. 2016-31 as presented, subject to the following condition and staff concurs with the recommendation:

1. All remaining comments shall be addressed prior to submitting mylars.

Staff requests the following be entered into the record:

1. Application and supplemental materials
2. Staff memorandum and supporting documents
3. Recommendation

Ms. Melendez inquired as to how many bedrooms are in each unit.

Mr. Shrader, 2152 River West Drive, Windsor, CO stated each unit will have two bedrooms and two bathrooms.

Ms. Melendez inquired if the applicant has built other units in Windsor.

Mr. Shrader stated he has built the Grassland Condominium units, tract A and tract B.

Ms. Melendez inquired if there is a waiting list for the units.

Mr. Shrader there is not at this time.

Mr. Morgan inquired if the units will be sold or rented.

Mr. Shrader stated they will be rented.

Mr. Arnold inquired if there will be a conveyance on the units or will the applicant restrict how many vehicles will be allowed.

Mr. Shrader stated there will be 1 ½ parking spaces per unit.

Mr. Arnold commented that the neighborhood sometimes uses the public parking spaces by the park so if it could be communicated to the renters to park at the apartment building.

Mr. Adams inquired if the property will be apartments or townhomes.

Mr. Shrader stated they will all be apartments.

Mr. Rennemeyer inquired if the parking spaces on the property or the street.
Mr. Shrader stated the parking spaces are on the property.

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

2. Public Hearing – Final Major Subdivision – South Hill Subdivision 2nd Filing – Patrick McMeekin, Frye Farm Investments, LLC, applicant
 - Quasi-judicial action
 - Staff presentation: Carlin Barkeen, Chief Planner

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

Per Ms. Barkeen the proposal before the Board is a final major subdivision. The proposal has been reviewed in compliance with the 2006 Comprehensive Plan as it was submitted prior to the 2016 Comprehensive Plan Update.

The subject property was annexed in 2006 and rezoned to Residential Mixed Use. Additionally a Master Plan was approved for the site. The site is north of Crossroads Boulevard and west of 7th Street. The site is zoned entirely Residential Mixed Use. There will be some agricultural farm type uses along Crossroads Boulevard and 7th Street. The subdivision includes 210 residential lots, 13 tracts, existing wetlands and 6 urban farming lots. Included in this subdivision is an easement for school district access in the future; approximately 50 acres was donated to Weld County RE-4 School District which will be a future middle school.

The lots generally range from 7,000 to 12,000 square feet with the largest lots at 14,000.

The applicant has submitted a wetlands mitigation plan to the Corp of Engineers in 2008 and since then the plan has been updated and approved.

On May 4, 2016 the Planning Commission considered this request and forwarded a recommendation of approval as presented to the Town Board subject to the following conditions and staff concurs with the recommendation:

1. All remaining staff comments shall be addressed.

The applicant Patrick McMeekin stated the project consists of 203 residential lots and 6 unique farms lots. The project has 74 60 foot lots, 85 70 foot lots, 6 85 foot lots and 33 large 90 foot lots. Being constructed with the project is a 4 acre park which will be owned and maintained by the metropolitan district. The project is part of the Water Valley Metropolitan District No. 2. On the outside of the project is where the farm lots will be and they will exclude livestock. Also included on the project is a large 13-15 foot berm that encompasses the energy drilling area that will screen the drilling area from the residential area. In addition to the berming will be landscaping.

Mr. Adams inquired about the surrounding streets.

Mr. McMeekin stated County Road 64/New Liberty Road is a half mile north of the project.

Mr. Baker inquired if there is any trail access.

Mr. McMeekin stated there are numerous trails in the project and the long term goal is a pedestrian bridge to Cross 7th Street.

Mr. Baker inquired if pedestrians will go through the homes to the north to cross until that bridge is constructed.

Mr. McMeekin stated that is correct.

Mr. Baker inquired about the time frame of the bridge.

Mr. McMeekin stated it is scheduled for next year.

Mr. Morgan inquired as to where the water will be coming from for the agricultural sites.

Mr. McMeekin stated Greeley/Loveland Irrigation Company will supply the water.

Mr. Rennemeyer inquired if there is a possibility of the six agricultural sites being merged into two or three sites.

Mr. McMeekin stated the lots are between three and five acres and the lots will ultimately be owned by the metropolitan district. The reason for that is if someone gets in over their head with farming the ultimate control will be with the district.

Ms. Melendez inquired the individual will own the home as there is a home associated with each farm lot.

Mr. McMeekin stated they will own their home.

Ms. Melendez inquired about the energy development area.

Mr. McMeekin stated the houses are set back per code at 350 feet from the well heads and the large berm and screening structure is designed to hide the production equipment.

Ms. Melendez inquired if there will be barriers to keep individuals out of the pad sites.

Mr. McMeekin stated it is believed there would be fencing installed to keep individuals out of the sites.

Mr. Morgan inquired as to where the ingress and egress for the trucks to access the pad.

Mr. McMeekin stated the existing ingress will be relocated further to the west off Crossroads Boulevard.

Mr. Morgan inquired if there will be notification of the pad sites to potential home owners.

Mr. McMeekin stated the lots will be sold to a home builder who will have full disclosure.

Mr. Rennemeyer inquired if the home owner will have any mineral rights.

Mr. McMeekin stated the mineral rights have been separated.

Mr. Arnold inquired about phasing of the project.

Mr. McMeekin stated the project is approved in five phases. While construction will happen simultaneously on everything within the project there will be project approval in phases for construction.

Mr. Arnold inquired as to who the home builder is.

Mr. McMeekin stated the 60 foot lots have been sold to Journey Homes. Negotiations are pending on the 70 foot lots and they are currently marketing the 90 foot lots.

Mr. Arnold inquired about the annexation agreement.

Mr. McMeekin stated documents have been finalized and submitted to Mr. McCargar.

Ms. Melendez inquired as to completion by the end of 2016.

Mr. Meekin stated the infrastructure will be completed by the end of 2016 but home building will take a few years after that to complete.

Mr. Baker inquired if there is a commitment to install fencing on the pad site.

Mr. McMeekin stated the surface use agreement requires the oil and gas company to fence their site. The timing of such is unknown as of now.

Mr. Adams inquired if there is a metro district involved.

Mr. McMeekin stated it will be part of the Water Valley Metropolitan District No 2.

Brent Rizzuto, 1084 Hawn Court, Windsor, CO has concerns regarding increased traffic through the development. There are also plans to pave New Liberty Road over to County Road 13 and several individuals use the washboard dirt road. With 209 new neighbors there is a concern with the increase in traffic.

Kathryn O'Brien, 1317 Hilltop Drive, Windsor, CO stated she believe traffic will turn into a big problem. The natural inclination will be to go through the neighborhood. When the neighborhood was established it was set up as an estate neighborhood that does not have curb and gutter. There is a lot of pedestrian and bicycle traffic in the neighborhood. Ms. O'Brien would like to see Kestrel Drive blocked off.

Candace Rizzuto, 1084 Hawk Court, Windsor, CO stated she feels the traffic will be an issue and is asking that gates be placed for a gated community.

Mr. Baker inquired how a gated community would work with public roads.

Mr. McCargar stated when individuals want to privatize the streets, the Town would deed the streets and related infrastructure or portions of it to the homeowners association or another entity. From there the responsibility for maintenance of the streets becomes a private matter and not a public matter. In years past in many cases once an HOA figures out how much it costs to maintain the streets it doesn't take them long to ask the Town to take them back.

Mr. Baker inquired if the HOA would have to come to the Town and make a request.

Mr. McCargar stated that is correct.

Ms. Melendez inquired as to the entity that would carry the financial burden.

Mr. McCargar stated if the Town turns the streets over to a private entity then they would assess its membership to pay the costs of roadway maintenance and gates.

Mr. Arnold commented that Hilltop was private at one time and they asked the Town to take over the streets to make them public in approximately 2006.

Mr. Rennemeyer inquired if the Town acquired them in 2006 and they were not a gated community prior to that how would fit in with what has been proposed.

Mr. Arnold stated they were public access but a private development. All infrastructures at that time were private streets but did not pursue a gate. The HOA then decided to submit a request to the Town to take over the streets.

Mr. McMeekin stated the traffic study was reviewed and submitted with the subdivision and it looks like the majority of the traffic that was studied was heading towards Crossroads and out Kestrel to 7th Street; all those intersections function at a level of service A and B.

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, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

3. Resolution No. 2016-32 – A Resolution Approving a Final Major Subdivision – South Hill Subdivision 2nd Filing – Patrick McMeekin, Frye Farm Investments, LLC, applicant

- Quasi-judicial action
- Staff presentation: Carlin Barkeen, Chief Planner

Mayor Pro Tem Baker motioned to approve Resolution No. 2016-31; Town Board Member Bennett seconded the motion.

Ms. Barkeen had nothing further to add.

Mr. Morgan commented that the plan presented is not a new concept as there has been discussion regarding development in this area for some time so there has been fair warning that something was going to happen at this site. Mr. Morgan believes traffic could increase on 7th Street and hopes that 7th Street will turn into a 2-lane roadway to provide a safe and friendly road. The oil pad is concerning and the amount of complaints that will generate.

Mr. Adams commented that when New Liberty Road is extended to County Road 13, that will add some exits to that area and would help.

Mr. Bennett commented that the plan presented meets the criteria but is concerned about traffic congestion from this addition as well as others throughout the community.

Ms. Melendez inquired if any consideration can be made as part of the quasi-judicial process.

Mr. McCargar stated what is before the Board and what is in the record of the public hearing is a conflict. The subdivision process at both the Planning Commission level and the staff level call for an analysis of traffic flow and then there are concerns expressed by neighbors regarding traffic safety.

Ms. Melendez inquired about the traffic concerns.

Mr. McMeekin stated the traffic generated is adequate and the density that the project is approved for is actually less than what could be approved on the site. The potential for traffic generation is actually less based on the overall density. Also the site is in a high growth area. It is believed the traffic needs have been met coming from the subdivision based on proper planning techniques.

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

4. Public Hearing – Conditional Use Grant to allow a home occupation involving tutoring or instruction of more than two students at any one time in the Estate Residential (E-2) zone district –Fossil Ridge Subdivision Lot 7, Block 15, – Robin Flores, applicant

- Quasi-judicial action
- Staff presentation: Paul Hornbeck, Senior Planner

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

Per Mr. Hornbeck the applicant, Ms. Robin Flores, is requesting a Conditional Use Grant (CUG) to allow a home occupation involving tutoring or instruction of more than two students at any one time. The single family residence is located on an 8,772 square foot lot in the E-2 zone district.

The applicant's proposal includes:

- Teaching groups of 4-8 students, ages 2 to 6 years old
- Classes total 8 hours per week
- Availability of four off-street (driveway) parking spaces

Until recently the Municipal Code did not allow home occupations with tutoring or instruction to have more than two students present at any one time. The Code was amended at the request of the applicant to allow more than two students, subject to certain criteria. The issue in this case was brought to the Town's attention after a complaint was received from a neighboring property owner regarding Ms. Flores' home based business, which had been operating without a business license.

Town staff worked to create a possible code amendment to allow more than two students at any one time and held work sessions from both the Planning Commission and Town Board.

The subject Conditional Use Grant has been submitted and is in compliance with all requirements for home occupations involving tutoring or instruction of more than two students enumerated in Municipal Code Section 16-7-85.

At their May 4, 2016 regular Planning Commission meeting, the Commission voted 3-3 regarding forwarding a recommendation of approval to the Town Board.

Staff requested the following be entered into the record:

1. Application and supplemental materials
2. Staff Memorandum and supporting documents
3. Recommendation

Ms. Melendez inquired as to the reasoning for the three nay votes of the Planning Commission.

Mr. Hornbeck stated they expressed concern about traffic and a commercial type nature of this business in a neighborhood.

Ms. Melendez inquired if the nays were not specific to the conditions of the conditional use grant.

Mr. Hornbeck stated that is the recollection of the meeting.

Mr. Bennett stated he did not hear any evidence from the meeting that the plan did not meet the seven conditions. Traffic concerns and commercial activity in a residential home were items discussed and that it was a violation of the HOA.

Mr. Hornbeck stated the HOA forwarded a notice to the Town that the application was in violation of the conveyance but in turn received another notice that they misinterpreted the proposal and do not have any objection.

Mr. Adams commented that the only issue at this point seems to be the fee waiver as this topic has been discussed in length on multiple occasions.

Mr. Hornbeck stated Mr. Adams is referring to the applicant's request of the fee waiver. It has been decided that request should be addressed as a separate agenda item at another meeting so the item before the Board is just the conditional use grant.

Mr. Baker inquired how many days or which days there would be classes.

Robin Flores, 4630 Freehold Drive, Windsor, CO 80550 stated hours vary from year to year depending on how many classes are needed but do only teach two days per week.

Ms. Flores stated the concerns that were brought forth from the HOA were actually concerns over the sign that the Town required be placed in the front yard. The neighbors thought that there was some trouble or that they were starting another business. The complaint that was made regarding the traffic was actually during a time that there were no classes so the complaint was traffic to the mailbox which is next door.

Steve Scheffel, 507 Ventana Way, Windsor, CO stated with the election of the new Town Board members and new Mayor he strongly suggested that the new Board step back and take a fresh look at the facts and actions leading up to the CUG and consider reverting back to the original municipal code and protect the integrity of Windsor's neighborhood. The Town's municipal code allowed for two students to keep the sessions small and informal. He stated that clearly

the applicant had violated the spirit of tutoring. She is consciously violating the HOA covenant regarding home based businesses pitting neighbor against neighbor. She ran an unlicensed business for many years in Windsor; violated Windsor's municipal code seeing eight students rather than the recommended two. This is a commercial enterprise masquerading as a tutorial service. The CUG process is inherent with problems. There is no city staff to monitor compliance so again it becomes neighbor against neighbor. The CUG addresses parking but does not address the real problem which is traffic and noise. For example from the applicant's website, she has six classes on Tuesday with up to eight kids. That equates to two visits per student from dropping them off and picking them up; 16 car visits for one class. When there are six classes in one day that equates to 96 visits to this one house on one day. Also on the website they don't want to have the parents necessarily attend the classes when the students are in lesson so like any busy parent there is an assumption they could run an errand which could bring the visits up to 192. The reasons for the original complaint remain intact; congestion, traffic, noise and parking. Only this time Windsor is essentially endorsing the commercial activity in a residentially zoned neighborhood. He requested the CUG request be pended and revisit the case, facts and rational from the Planning Commission's unanimous denial; impose a time limit on the CUG to allow an assessment of the impact of a 400% increase to the students seen at one time; in the future if there is an HOA involved please provide them with a copy of the applicant's request; if another one of the Town's commissions or boards approves or turns down a request especially if it is unanimous and the Town Board votes in the polar opposite, investigate why and not charge ahead. This is an example of a well-intended process going awry.

Ms. Melendez inquired if there have been any additional complaints.

Mr. Hornbeck stated there was the initial complaint over a year ago and that has been the only one.

Mr. Adams commented that there has been a lot of discussion regarding this topic.

Ms. Melendez commented that the discussion tonight is not on the basis of the applicant or what is stated but it is on the seven criteria items and if they met the conditions of the CUG.

Mr. Baker inquired of the length the CUG is valid for.

Mr. Hornbeck stated the CUG runs specific to the property owner and there is typically not a time frame associated.

Mr. Baker inquired if the CUG can be revisited if there are future complaints.

Mr. Hornbeck stated if there are complaints the CUG can be revisited and revoked if it is found the criteria is not being met.

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

5. Conditional Use Grant to allow a home occupation involving tutoring or instruction of more than two students at any one time in the Estate Residential (E-2) zone district –Fossil Ridge Subdivision Lot 7, Block 15, – Robin Flores, applicant

- Quasi-judicial action
- Staff presentation: Paul Hornbeck, Senior Planner

Mayor Pro Tem Baker motioned to approve the Conditional Use Grant; Town Board Member Boudreau seconded the motion.

Mr. Hornbeck had nothing further to add.

Mr. Baker stated he appreciates what the Planning Commission says and their effort to uphold the strict interpretation of the Town's laws. This process was put into place to give some flexibility to individuals that tutor or teach at home and this is a good compromise.

Mr. Rennemeyer inquired if the Board will also be approving or denying the reduction in fees as part of the CUG.

Ms. Melendez stated the Board is not.

Mr. Morgan agreed with Mr. Baker's comments.

Ms. Melendez commented that there are some concerns because of where the Planning Commission has gone on this issue and appreciates Mr. Scheffel's comments. Based on the information presented this evening regarding the CUG and the seven conditions along with it, the applicant is meeting those conditions so I will be supporting the CUG.

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

6. Resolution No. 2016-33 - A Resolution Re-Appointing Teresa Ablao to Serve as the Town of Windsor Local Liquor Licensing Authority Pursuant to the Provisions of the Colorado Liquor Code and Pursuant to Chapter 6, Article I of the Windsor Municipal Code
- Legislative action
 - Staff presentation: Kim Emil, Assistant Town Attorney

Town Board Member Morgan motioned to approve Resolution No. 2016-33; Town Board Member Bennett seconded the motion.

Per Ms. Kim Emil Teresa Ablao has been service as the Liquor Licensing Authority since 2013. Ms. Ablao has been performing in a professional manner and provides reports on a regular basis to the Town Board.

Ms. Melendez inquired as to what was covered in the \$1,392.25 paid out for services.

Mr. Emil stated amount was paid out for services for last year which was below budget.

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

7. 15th and Walnut Street Master Plan

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

Per Mr. Lucas the presentation before the board is a master plan for the 15th Street and Walnut site which is owned by the Town. In October of 2015 staff was asked to develop a variety of options with what could be done at that property. The neighborhood would like to see some type of development or improvement at the site.

Early in 2016 parks staff commissioned The Birdsall Group to develop a master plan and develop construction drawings for the site. The Birdsall Group generated 3 concepts based on the themes discussed with the Town Board in October 2015. Themes included an arboretum, community garden and an open area lined with trees.

A public meeting was scheduled and attended by 13 community members. The community members had a strong desire for a tree lined street, drought hardy grass area with benches adjacent to the street and a walking path within the park and were not in favor of a community garden. The community members were very excited about some low water vegetation plants and native grasses. A community member mentioned not installing too many trees or structures for individuals to hide in or behind. The Birdsall Group was contacted to make modifications to concept A.

Cost estimates were then requested from the Birdsall Group with all concepts being over the allotted budget.

Staff is requesting the consideration of the Town Board to allow the project to go to bid. Once bids are received town staff will review the bids to see where some costs could be reduced by town staff completing some of the work or build in phases. Before any work would commence, a final cost would be presented to the Town Board.

Mr. Baker commented that the \$100,000 was a place holder for the project and inquired if the project can be done this year.

Mr. Lucas stated it can be done this year.

Mr. Baker inquired if it could be put in the budget at the actual price for next year and move forward then.

Mr. Lucas stated that is also an option.

Mr. Adams stated it is a necessary improvement area.

Mr. Morgan commented there was no science regarding the \$100,000 number and is in favor of putting the project out to bid to see what comes back.

Ms. Melendez is concerned about this project going over budget for what the purpose is meant to be.

Ms. Melendez inquired if there is a cost of the design fee on top of the \$161,000 estimate.

Mr. Lucas stated the design fee is included in the estimate.

Ms. Melendez commented that she is in favor of moving forward with something but is concerned for the high cost of the area and what is intended to be.

Mr. Morgan stated he has never seen another site in Town that has been used as a dump right in front of people's houses with the Town utilizing that area for downed tree limbs as well.

Mr. Adams inquired about town staff completing some of the work.

Mr. Lucas stated town staff could plant trees, install benches, and pour small concrete pads. While staff is busy Mr. Lucas feels confident the work could get done.

Ms. Melendez inquired if it has been explored to involve the neighborhood.

Mr. Lucas stated a gentleman in the audience at the last PReCAB meeting mentioned maybe buying a bench and inquired as to what a bench would cost.

Mr. Bennett commented that he supports going to bid and asked for a follow-up presentation on the options that could bring costs down.

Mr. Boudreau inquired if there have been inquiries to purchase that strip of land.

Mr. Arnold stated the Town was approached but the land is undevelopable.

Ms. Melendez commented that the neighbor to the north may be exploring some commercial potential in the near future. Also in light of that, the Town could be acting a little prematurely.

Mr. Arnold stated it may be worth having a meeting with that neighbor.

Mr. Boudreau inquired as to the current zoning of the parcel.

Mr. Arnold stated it is zoned residential.

Mr. Adams inquired as to how long has this parcel been discussed.

Mr. Morgan stated it was brought up at the budget meeting in 2015.

Mr. Rennemeyer inquired about the grass that will be installed in the parcel.

Mr. Lucas stated the sod will not be bluegrass sod but what will be installed is a buffalo grass, zoysia grass and fescue grass mix which is all designed to reduce the impact of needing to irrigate. A well would need to be drilled for non-potable water at the location.

Mr. Baker stated the budget should always be of concern but would support obtaining some refined costs and putting the items in for next year.

Mr. Arnold suggested going out for bid and see where they come in at.

The consensus of the Town Board is to put the project to bid and bring those results back to the Board.

D. COMMUNICATIONS

1. Communications from the Town Attorney
None

2. Communications from Town Staff
Chief Michaels reported the Drug Take Back Day was a success with 250 pounds of prescription drugs collected at the police department. This event has taken place six or seven times and the total amount collected is approximately 800 pounds of prescription drugs.
The Bike Rodeo is scheduled for Saturday May 14, 2016 at the Middle School from 9:00 – 11:00 a.m.

3. Communications from the Town Manager
Mr. Arnold stated a cooperative event with the Cities of Loveland, Fort Collins and Greeley is scheduled for Wednesday night from 4:00 – 6:30 p.m. Strategic Planning will begin at a noon on Thursday and will go into the evening and start again on Friday morning at 8:00 at the Embassy Suites.
Monday May 16, 2016 the joint work session with the fire district, school district and library district will be at the school district, Fireside room at the High School.

4. Communications from Town Board Members
Mr. Adams congratulated the high school athletic teams.
Mr. Morgan stated his attendance may be sporadic during the strategic planning.

E. ADJOURN

Town Board Member Adams motioned to adjourn; Town Board Member Boudreau 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 9:11 p.m.

Krystal Eucker, Deputy Town Clerk



MEMORANDUM

Date: May 23, 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.2.

Background / Discussion:

Pursuant to the resignation of Ken Gerlach from the Board of Adjustment for a term ending September 2017, staff is recommending the appointment of Dr. Benjamin George who is currently serving as an alternate on the Board of Adjustment. Once Dr. George is appointed, the alternate vacancy will be published. The appointment would be as follows:

Board of Adjustment

Benjamin George; term expiring September, 2017

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 appointment as noted.



MEMORANDUM

Date: May 16, 2016
To: Mayor and Town Board Members
From: Tara Fotsch, CPRP, Manager of Recreation
Re: Harvest Festival Grant Request
Item #: C.1.

Background/Discussion:

Windsor Harvest Festival is a long-standing sponsored-event celebrating its 95th year within the Town of Windsor. The annual event draws thousands of people to town and contributes directly to the local economy. Typically, the Harvest Festival receives a Town sponsorship in the form of our standard sponsorship package valued at \$1,750. As well as \$9,381 in additional requests listed in the attached request form.

In 2015, the Harvest Festival requested an additional \$12,000 in funding for a larger band on Saturday night in conjunction with the Town's 125th Anniversary Celebration. The result of this larger and recognizable band was a larger crowd and renewed enthusiasm for the event. As a result, the funds requested are similar to those approved in 2015. The completed grant application outlines the additional items requested.

In an effort to re-engage with the Harvest Festival and ensure its success for many years to come, Town staff has been meeting monthly with the festival committee and will be working on aiding their efforts in several areas including the parade and handling the Saturday evening concert.

Financial Impact:

Harvest Festival is requesting support of the standard sponsorship package which is \$1750 along with an additional request of \$21,360 coming from the Outside Agency Fund.

The Town Board has a 2016 budget of \$76,347 for outside agency funding and has distributed \$20,000 to the Windsor High School Band. Additionally, \$25,000 was carried over from 2015 to provide gap funding for the Windsor Historical Society sculpture (November 23, 2015 Town Board meeting).

Relationship to the Strategic Plan:

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

Attachments:

2016 Long Form Grant Application
2015 Final Grant Report



Standard (Long) Form Grant Application

ORGANIZATION NAME: Windsor Harvest Festival Planners
MAILING ADDRESS: PO Box 595, Windsor, CO 80550
PHYSICAL ADDRESS: _____
ORGANIZATION DIRECTOR/PRESIDENT: Casey Johnson
GRANT CONTACT: Casey Johnson
DAYTIME PHONE: 970-674-2899 **CELL PHONE:** 970-396-9478
FAX: 970-672-2823 **EMAIL:** casey@windsorharvestfest.com
WEBSITE ADDRESS: www.windsorharvestfest.com
FEDERAL IDENTIFICATION NUMBER: 24-1920855
IS THE ORGANIZATION TAX EXEMPT UNDER THE PROVISIONS OF SECTION 501(c)(3) OF THE INTERNAL REVENUE CODE? No, 501(c)4

PURPOSE OF GRANT:

- Agency Support as a whole
- Marketing Support
- Special Program or Projects
- Capital Expenditure
- Seed, start-up or development costs
- Technical assistance

TYPE OF AGENCY:

- Arts & Culture
- Health & Human Services
- Education
- Environment
- Sports/Recreation
- Other: _____

AMOUNT OF REQUEST: \$ 21,360 **FISCAL YEAR END:** January 31, 2017

BRIEF DESCRIPTION OF REQUEST:

See attached request addendum - financial and partnership support of the 2016 Windsor Harvest Festival

2015 Actual Revenues: \$ 53,945
2016 Budgeted Revenues: \$ 55,506

2015 Actual Expenses: \$ 58,042
2016 Budgeted Expenses: \$ 55,861

Casey Johnson Digitally signed by Casey Johnson
Date: 2016.05.18 22:28:53 -06'00'
Signature, Director/President

5/18/2016
Date

Additional Requests for Harvest Festival 2016

<u>REQUEST</u>	<u>COST</u>
Insurance	\$4,500
Request for funding of larger band for Saturday night	\$12,000
Meeting room reservation at CRC for Harvest Festival Meetings (1.5 hr./mtg @\$30/meeting) To include dates below: June 7, 2016 July 5, 2016 July 19, 2016 August 2, 2016 August 16, 2016 August 23, 2016 August 30, 2016	\$315
Parks staff onsite for entire festival Duties to include: <ul style="list-style-type: none"> • Pick up all trash & recycling • Provide rope and stakes for the Beer Gardens at Main Park and Boardwalk Park. • Set up Show Stage at Main Park • Unlock/remove access barriers • Assist with power in Main Park during event • Trouble shoot during event 	\$3,511
Waive Sales Tax Application Fee	\$10
Paint to mark vendor spaces at Main Park	\$174
Advertisement in the Activity Guide	\$150
Creation of event tri-fold brochure	\$400
Access to water to fill up water tanks	\$0
Link on Town of Windsor website to the Harvest Festival website	\$0
Teardown and setup to be fulfilled by the event rental company	\$300
Permission to drive golf carts from Main Park to Chimney Park and Boardwalk Park throughout the weekend	\$0
	TOTAL: \$21,360



*Standard (Long) Form Grant Application
Checklist*

Included	Not applicable	
✓		Organizational Summary
✓		Organizational Information
✓		Purpose of Grant
✓		Evaluation
✓		Attachment A – 2016 Annual Budget
✓		Attachment B – Most Recent Year-to-Date Financial Statements
✓		Attachment C – Current Year Balance Sheet
✓		Attachment D – 501(c)(3) Documentation or Articles of Incorporation
	✓	Attachment E – Organizational Chart
✓		Attachment F – Board of Directors
OK		All required information is included in grant application packet

**Windsor Harvest Festival
Town of Windsor Grant Request
Organizational Information**

ORGANIZATIONAL SUMMARY

The Windsor Harvest Festival Planners are a strictly volunteer group consisting of 1 Chairman, 1 Vice Chairman, 1 Secretary/Treasurer, 1 Member at large and additional volunteers. The fiscal year starts February 1 and ends January 31 of the following year. The Windsor Harvest Festival Planners are a 501(C) (4) non-profit group that has been in place since 1921.

ORGANIZATIONAL INFORMATION

The mission of the organization and goals are to give the town an event that everyone can come to and enjoy and to give the Town something to look forward to every year. They also give back to the community by helping small businesses with the crowds the festival brings in, as well as a scholarship program for Windsor High School Seniors.

The Harvest Festival was started in 1921 to celebrate the first paved road in Windsor that the Town paid for itself. At the end of the road was a picnic to celebrate its completion, and has evolved ever since to a 3-day event over Labor Day weekend.

The current accomplishments, financial status and governance structure are as follows:

- Accomplishments:
 - Each year the Festival continues to grow in popularity.
 - New additions are made every year.
 - A scholarship fund was created that benefit Windsor High School students.
 - Brings economic value to the community.
- Scholarship Program:
 - Currently consists of two - \$1500 scholarships or one - \$2000 scholarship (based on available funds), distributed to Windsor High School students.
- Financial Status – remains stable from year to year based on sponsorships and vendor fees. The Harvest Festival relies on the funding from the Town of Windsor, without these items the Festival would have to cut several events that are included every year. Efforts that are put forth every year to contribute to the goal of becoming self-supporting include event sponsorships, vendor booths, and parade registrations.
- Volunteer Hours estimated over the year area a total of approximately 630 hours. 240 of these hours are accumulated over the course of the Labor Day weekend.

PURPOSE OF THE GRANT

The Windsor Harvest Festival is requesting the funding for the following items: event insurance, Parks staff and maintenance, room rental for meetings, and miscellaneous town related items and support. (Please see attached sheet for more details).

The Windsor Harvest Festival is planned and implemented over the course of 8 months.

The Windsor Harvest Festival benefits the local community in the following ways:

- Increased Sales Tax Revenue (in the community and at the event)
- Allows residents to get their holiday shopping done early
- Affects the whole community from street closures to radio announcements.
- Brings large crowds which benefits local businesses, not just vendors in the park.

Sponsors that have committed for 2016 are:

Long-term sources/strategies for funding beyond the grant request include sponsorship agreements and vendor booth rentals as well as parade registrations.

The Town should provide funding to the Windsor Harvest Festival, as this is a long standing partnership with both groups that is a long standing tradition for many community members that showcases and benefits our great community.

The Windsor Harvest Festival is not funded by any other sources except for vendor booth spaces.

EVALUATION

Expected results during the funding period are to pay for our insurance as well as mailings, copies and park maintenance during the week of the event. (For more details please see attached sheet)

Results are measured by a survey posted on the Windsor Harvest Festival website as well as projected attendance numbers.

The project's results are used to help improve the Windsor Harvest Festival in the future. The Town can request to see a final report by January 31 of the following year.

ATTACHMENTS

- Board of Directors List
- Annual Budget
- Year to Date Financial Statements
- Current Year Balance Sheets
- Articles of Incorporation

**Windsor Harvest Festival
2016 Board of Directors**

Chairman – Casey Johnson

Vice Chair – Kathie Thomas

Secretary/Treasurer – Jessica Thompson

Member at-large – Deb Harper

Windsor Harvest Festival Planners Profit & Loss Budget Overview January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
Campaign Income	
Arts & Crafts	6,180.00
Attractions	226.50
Commercial Booths	10,792.50
Concert	12,000.00
Food Booths	4,050.00
Parade	755.00
Programs	400.00
Campaign Income - Other	2,500.00
	36,904.00
Total Campaign Income	36,904.00
Contributions Income	150.00
Miscellaneous Income	672.49
Reimbursed Expenses	-333.87
Sponsorships	18,035.00
Uncategorized Income	77.96
	55,505.58
Total Income	55,505.58
Expense	
Bank Service Charges	158.80
Contributions	125.00
Dues and Subscriptions	109.99
Equipment Rental	1,854.36
Licenses and Permits	
City Sales Tax	3,909.09
State Sales Tax	2,646.00
	6,555.09
Total Licenses and Permits	6,555.09
Miscellaneous	
Advertising	4,304.38
Arts & Crafts Expense	90.00
Commercial Booths	180.00
Concert	1,023.72
Entertainment	15,664.20
Fireworks	8,000.00
Food Booths	1,299.00
Home & Garden	400.42
Parade	1,077.00
Scholarship	87.39
	32,126.11
Total Miscellaneous	32,126.11
Office Supplies	574.19
Park Expenses	
Golf Cart Rental	985.50
Radio Rental	224.95
Security	2,000.00
Sound	1,500.00
Tent	2,490.10
Toilets	4,390.00
Tools	171.58
Trash	1,483.50
Park Expenses - Other	50.00
	13,295.63
Total Park Expenses	13,295.63
Postage and Delivery	453.37
Printing and Reproduction	653.44

Windsor Harvest Festival Planners
Profit & Loss Budget Overview
January through December 2016

	<u>Jan - Dec 16</u>
Professional Fees	
Accounting	275.00
Total Professional Fees	275.00
Scholarship Payout	2,000.00
Supplies	
Marketing	50.75
Total Supplies	50.75
Travel & Ent	
Fuel	696.56
Meals	494.55
Total Travel & Ent	1,191.11
Uncategorized Expenses	3,058.11
Total Expense	62,480.95
Net Ordinary Income	-6,975.37
Other Income/Expense	
Other Income	
Other Income	
City Sales Tax Collection	6,619.92
Total Other Income	6,619.92
Total Other Income	6,619.92
Net Other Income	6,619.92
Net Income	-355.45

Windsor Harvest Festival Planners

STATEMENT OF FINANCIAL POSITION

As of May 5, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase	8,310.85
Entertainment	1,595.00
Scholarship Savings	101.01
Total Bank Accounts	\$10,006.86
Other current assets	
Undeposited Funds	0.00
Total Other current assets	\$0.00
Total Current Assets	\$10,006.86
TOTAL ASSETS	\$10,006.86
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	21,175.51
Retained Earnings	-13,663.61
Net Revenue	2,494.96
Total Equity	\$10,006.86
TOTAL LIABILITIES AND EQUITY	\$10,006.86

Windsor Harvest Festival Planners

STATEMENT OF ACTIVITY

February 1 - May 5, 2016

	Total
REVENUE	
Campaign Income	
Arts & Crafts	90.00
Commercial Booths	2,610.00
Parade	35.00
Total Campaign Income	2,735.00
Sponsorships	2,300.00
Total Revenue	\$5,035.00
EXPENDITURES	
Miscellaneous	
Advertising	479.48
Total Miscellaneous	479.48
Office Supplies	409.63
Software Purchase	18.86
Total Office Supplies	428.49
Postage and Delivery	103.21
Professional Fees	
Legal Fees	10.00
Total Professional Fees	10.00
Scholarship Payout	1,500.00
Total Expenditures	\$2,521.18
NET OPERATING REVENUE	\$2,513.82
NET REVENUE	\$2,513.82

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF DOCUMENT FILED

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office, the attached document is a true and complete copy of the

Articles of Incorporation

with Document # 20091230724 of
Windsor Harvest Festival Planners

Colorado Nonprofit Corporation

(Entity ID # 20091230724)

consisting of 7 pages.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 05/13/2016 that have been posted, and by documents delivered to this office electronically through 05/16/2016@ 21:50:45.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 05/16/2016 @ 21:50:45 in accordance with applicable law. This certificate is assigned Confirmation Number 9652720



A handwritten signature in blue ink that reads "Wayne W. Williams".

Secretary of State of the State of Colorado

*****End of Certificate*****
Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



Colorado Secretary of State
 Date and Time: 04/24/2009 05:58 PM
 ID Number: 20091230724
 Document number: 20091230724
 Amount Paid: \$50.00

Document must be filed electronically.
 Paper documents will not be accepted.

Document processing fee
 Fees & forms/cover sheets
 are subject to change.

\$50.00

To access other information or print
 copies of filed documents,
 visit www.sos.state.co.us and
 select Business Center.

ABOVE SPACE FOR OFFICE USE ONLY

Articles of Incorporation for a Nonprofit Corporation

filed pursuant to § 7-122-101 and § 7-122-102 of the Colorado Revised Statutes (C.R.S.)

1. The domestic entity name for the nonprofit corporation is

Windsor Harvest Festival Planners

(Caution: The use of certain terms or abbreviations are restricted by law. Read instructions for more information.)

2. The principal office address of the nonprofit corporation's initial principal office is

Street address 250 N 11th St
(Street number and name)

Windsor CO 80550
(City) (State) (ZIP/Postal Code)
United States
(Province – if applicable) (Country)

Mailing address PO Box 595
(leave blank if same as street address) (Street number and name or Post Office Box information)

Windsor CO 80550
(City) (State) (ZIP/Postal Code)
United States
(Province – if applicable) (Country)

3. The registered agent name and registered agent address of the nonprofit corporation's initial registered agent are

Name Johnson Casey
(if an individual) (Last) (First) (Middle) (Suffix)

OR

(if an entity)
(Caution: Do not provide both an individual and an entity name.)

Street address 1231 103rd Ave
(Street number and name)

Greeley CO 80634
(City) (State) (ZIP Code)

Mailing address
(leave blank if same as street address)

PO Box 595

(Street number and name or Post Office Box information)

Windsor

(City)

CO

(State)

80550

(ZIP Code)

(The following statement is adopted by marking the box.)

The person appointed as registered agent above has consented to being so appointed.

4. The true name and mailing address of the incorporator are

Name
(if an individual)

(Last)

(First)

(Middle)

(Suffix)

OR

(if an entity)

Town of Windsor

(Caution: Do not provide both an individual and an entity name.)

Mailing address

301 Walnut St

(Street number and name or Post Office Box information)

Windsor

(City)

CO

(State)

80550

(ZIP/Postal Code)

United States

(Province – if applicable)

(Country)

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

The corporation has one or more additional incorporators and the name and mailing address of each additional incorporator are stated in an attachment.

5. (If the following statement applies, adopt the statement by marking the box.)

The nonprofit corporation will have voting members.

6. (The following statement is adopted by marking the box.)

Provisions regarding the distribution of assets on dissolution are included in an attachment.

7. (If the following statement applies, adopt the statement by marking the box and include an attachment.)

This document contains additional information as provided by law.

8. (Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)

The delayed effective date and, if applicable, time of this document is/are 01/01/2009 12:00 AM

(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

9. The true name and mailing address of the individual causing the document to be delivered for filing are

<u>Johnson</u>	<u>Casey</u>		
<small>(Last)</small>	<small>(First)</small>	<small>(Middle)</small>	<small>(Suffix)</small>
<u>1231 103rd Ave</u>			
<small>(Street number and name or Post Office Box information)</small>			
<hr/>			
<u>Greeley</u>	<u>CO</u>	<u>80634</u>	
<small>(City)</small>	<small>(State)</small>	<small>(ZIP/Postal Code)</small>	
	<u>United States</u>		
<small>(Province – if applicable)</small>	<small>(Country)</small>		

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

- This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

WINDSOR HARVEST FESTIVAL PLANNERS

PO BOX 595

WINDSOR, CO 80550

Extraction from Articles of Incorporation – Dissolution Clause

On dissolution or final liquidation of the corporation, its assets shall be distributed as follows:

(1) All liabilities shall be paid and discharged, or adequate provision for payment and discharge shall be made.

(2) Assets held on condition requiring return or transfer on dissolution of the corporation shall be returned or transferred as required by the condition.

(3) Assets received and held subject to a limitation permitting use only for charitable, religious, benevolent, educational, or similar purposes, but not held on a condition requiring return or transfer on dissolution of the corporation, shall be transferred to one or more appropriate domestic or foreign corporations, societies, or organizations under a plan of distribution adopted as provided in this chapter.

(4) Other assets shall be distributed as provided by the articles of incorporation or bylaws to the extent that the articles or bylaws provide the distributive rights of members, or any class of members, or provide for distribution to others.

(5) Any remaining assets may be distributed to persons, societies, organizations, or domestic or foreign corporations engaged in activities not for profit, as provided in a plan of distribution adopted by the council of administration of the corporation and in compliance with the constitution and bylaws of the corporation.

**BYLAWS
of the
Windsor Harvest Festival Planners**

ARTICLE 1 – NAME

The name of this organization is the “Windsor Harvest Festival Planners”

ARTICLE 2 – MISSION AND PURPOSE

To provide a community oriented special event for the Town of Windsor and its surrounding communities.

ARTICLE 3 – MEMBERSHIP

Membership to the Windsor Harvest Festival is open to any person who supports the mission and the purpose of the organization and agrees to abide by its bylaws and articles of incorporation.

ARTICLE 4 – MEETINGS

Meetings during the months of March through May are held on the second Monday of the month at 6:00 p.m. In June and July the meetings are held on the second and fourth Mondays of the month at 6:00 p.m. In August the meetings are held every Monday of the month at 6:00 p.m. Members must be in attendance to all meetings unless permission is granted by the Chairperson.

ARTICLE 5 – OFFICERS AND BOARD OF TRUSTEES

Section 1. The five officers will consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and one Member at Large. These officers are elected for a term of one year beginning January 1 and ending December 31.

Section 2. The officers and directors will constitute the Board of Trustees.

Section 3. Duties of the officers are:

- A. First Trustee – Chairperson, Casey Johnson
The Chairperson will have supervision of the committee; preside over general and special meetings; be a member of all committees; appoint chair people as deemed necessary; be in partnership with the Town of Windsor and act as a liaison between the committee and the town boards; and give a yearly report to the town board.
- B. Second Trustee – Vice Chairperson, Kathie Thomas
The Vice Chairperson will perform the duties of an absent Chairperson.

- C. Third Trustee – Secretary,
The Secretary is responsible for taking minutes of all meetings; handling correspondence; sending minutes to all absent trustees before the following meeting; see that publicity is given to area news media concerning the organization.
- D. Fourth Trustee – Treasurer, Jessica Thompson
The Treasurer will be in charge of all funds of the committee; make a monthly report to the committees and trustees and an annual report for the committee.
- E. Fifth Trustee – Member at Large, Deb Harper
The Member at Large assists the other officers of the committee in making decisions on behalf of the committee and performs duties as directed.

ARTICLE 6 – ELECTIONS

Section 1. All officers are elected by a plurality of votes cast by secret ballot at the annual end of the year meeting. Any candidate for election must be an active member(attending all required meetings).

Section 2. In the event of resignation or incapacity of any officer except Chairperson, the vacancy may be filled by a vote of the Board of Trustees for the unexpired term of office. In the event of a Chairperson vacancy, the Vice Chairperson shall assume the duties of the Chairperson for the remainder of the term or office.

ARTICLE 7 – COMMITTEE BUDGET

All Harvest Festival expenses over \$50 must be approved by the committee.

ARTICLE 8 – COMMITTEES

- A. Amusement Rides
- B. Promotions/Marketing
- C. Queen Pageant
- D. BBQ
- E. Home and Garden Show
- F. Entertainment
- G. Commercial Booths
- H. Arts & Crafts Booths
- I. Food Booths
- J. Kiddie Parade
- K. Parade – Grand Marshall’s
- L. Security/Police
- M. Rentals
- N. Beer Garden/License

ARTICLE 8 – AMENDMENT

The bylaws may be amended at any regular meeting by a two-thirds vote of those voting, providing notice was given at the previous meeting. Or, it may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote. All proposed amendments must be submitted in writing.

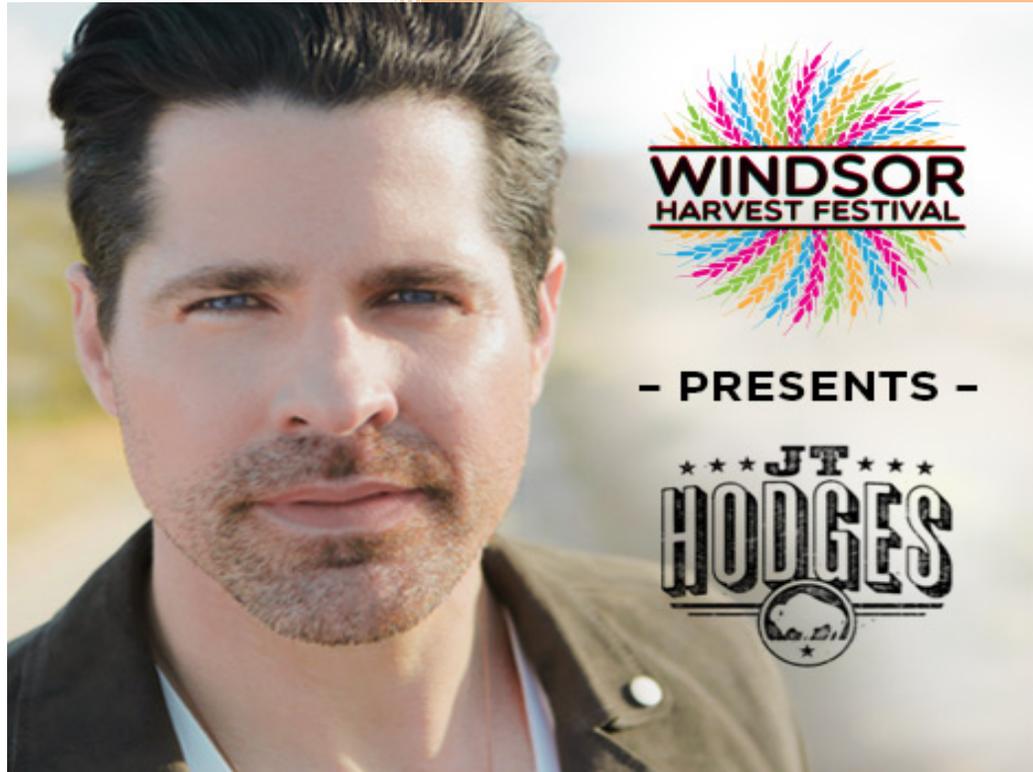
ARTICLE 9 – DISTRIBUTION OF ASSETS ON DISSOLUTION

On dissolution or final liquidation of the corporation, its assets shall be distributed as follows:

- (1) All liabilities shall be paid and discharged, or adequate provision for payment and discharge shall be made.
- (2) Assets held on condition requiring return or transfer on dissolution of the corporation shall be returned or transferred as required by the condition.
- (3) Assets received and held subject to a limitation permitting use only for charitable, religious, benevolent, educational, or similar purposes, but not held on a condition requiring return or transfer on dissolution of the corporation, shall be transferred to one or more appropriate domestic or foreign corporations, societies, or organizations under a plan of distribution adopted as provided in this chapter.
- (4) Other assets shall be distributed as provided by the articles of incorporation or bylaws to the extent that the articles or bylaws provide the distributive rights of members, or any class of members, or provide for distribution to others.
- (5) Any remaining assets may be distributed to persons, societies, organizations, or domestic or foreign corporations engaged in activities not for profit, as provided in a plan of distribution adopted by the council of administration of the corporation and in compliance with the constitution and bylaws of the corporation.

2016

Windsor Harvest Festival Final Report



Casey Johnson, Chairman

Windsor Harvest Festival Planners

1/31/2016



**2015 Windsor Harvest Festival Planners Final Report
Fiscal Year Ending - January 30, 2016**

I. Narrative

A. Results/Outcomes

1. Describe the progress made toward the stated goals and objectives related to this specific grant. Include the goals and objectives stated from your grant application in the response.

- **Response:** *Original goals/objectives:* The mission of the organization and goals are to give the town an event that everyone can come to and enjoy. Also, to give the town something to look forward to every year. We also are giving back to the community by helping small businesses with the crowds the Festival brings in, as well as a scholarship program for Windsor High School seniors. We also wanted to bring a larger entertainment act into Windsor to celebrate Windsor's 125th Anniversary.
- *Progress made:* The Windsor Harvest Festival Planners were again successful in providing a very popular, fun-filled town event. With over \$3000 in sales tax funds going back to Windsor, the organization feels that we were very successful with the promotion and planning of this event, among the countless other businesses in town that thrived on the large crowds that come from miles around for this event every year. We also brought in a large national country artist (JT Hodges) to perform for Saturday night, which filled Boardwalk Park to near capacity.

2. What difference did this grant make in the community and for those affected by the grant? Discuss the evidence of effect (i.e. numbers served, demographic information, survey results, etc.)

- **Response:** This grant provided insurance for the festival, a meeting place for the festival committee to plan a great event, park staff to help with the event logistics, and various advertising and logistical fee waivers. The grant also provided assistance with signing a band, stage rental, and all associated fees with the larger artist. With this grant's assistance, the Harvest Festival created another event that the town thrived on from the return of over \$3000 in sales tax funds, to an estimated 25,000 visitors to the town. This helped improve business sales over the weekend, and provided the opportunity to visit Windsor and boast what a great town it is to work, live, and play.

3. Were there any unanticipated results, either positive or negative? If yes, please describe the implications.

- **Response:** The largest unanticipated result was that we received a lot of great feedback on the concert and requests for this caliber of concert to come back in future years.



4. Describe collaborations, if any, related to the work funded by this grant and how it impacted your efforts.

- **Response:** The Windsor Harvest Festival Planners collaborated with Chief Michaels and the police staff, as well as the town liaison, and other county and state officials. This made it very easy to put on a quality festival for the town as those individuals were well aware of the positive impact the town receives from this festival.

5. Did any external or environmental factors affect the achievement of your project/program or organizational goals? If yes, how did you address those issues?

- **Response:** No, there were no external or environmental factors that had an effect on the festival.

6. If you will be continuing with the project or program, what are the plans for sustaining or expanding along with a future funding plan? If the project/program is being discontinued, what factors led to that decision?

- **Response:** The Windsor Harvest Festival will be back again for 2016. The committee also plans to keep this festival around for many more years. We make it an effort each year to at least bring one new activity to the festival, as well as rotate through vendors to bring the largest financial and social impact to the town that we can. We will continue to solicit sponsorships, as well as donations, booth and parade entry fees to keep our funding on track each year. In 2016, we also look to have again a larger, more well-known band for the street dance as requested by many residents.

II. Financials

A. Include your organizational budget or program budget (revenue and expenses).

1. Itemize expenditures covered by grant and amount actually spent.

- **Response:** See attached funding sheet that was passed by Town Board in early 2015. These expenditures did increase and used additional festival reserve funding to cover the gaps. Profit and Loss for 2015 is also included.

2. If there were any major variances in the original budget submitted, please explain.

- **Response:** There were no major variances in the original budget submitted.



REQUEST	COST
Insurance for Harvest Festival	\$4415
Meeting room reservation at CRC for Harvest Festival Meetings (2 hrs/meeting and \$30/hr) To include dates below: March 3, 2015 April 2, 2015 May 5, 2015 June 2, 2015 July 7, 2015 July 21, 2015 August 4, 2015	\$336
Parks staff onsite for entire festival Duties to include: <ul style="list-style-type: none"> • Pick up all trash & recycling • Provide the Event Organizer with rope and pole fencing for Beer Gardens at Main Park and Boardwalk Park • Move sound stage from Boardwalk Park to Main Park Sunday morning • Unlock/remove access barriers in Main Park 	\$3511
Waive Sales Tax Application Fee	\$10
Paint to mark vendor spaces in Main Park	\$173
Advertisement in The Link	\$150
Grant for outside creation of brochure	\$400
Access to water to fill up water tanks	\$0
Permission to drive golf carts from Main Park to Chimney Park, Tozer, and Boardwalk Park throughout weekend	\$0
Link on Town of Windsor website to Harvest Festival website	\$0
Moving of Tables and Chairs from Boardwalk Park to Main Park by Rental Company	\$300
Band for Saturday Night	\$12000
	Total: \$21295.00

Amended Additional Requests for Harvest Festival 2015



10:17 PM
05/16/16
Cash Basis

Windsor Harvest Festival Planners
Profit & Loss
February 2015 through January 2016

	Feb '15 - Jan 16
Ordinary Income/Expense	
Income	
Campaign Income	
Arts & Crafts	6,180.00
Attractions	226.50
Commercial Booths	7,794.30
Concert	12,000.00
Food Booths	5,456.00
Home & Garden	32.37
Parade	755.00
Programs	400.00
Campaign Income - Other	2,500.00
Total Campaign Income	35,344.17
Contributions Income	150.00
Miscellaneous Income	672.49
Reimbursed Expenses	-333.87
Sponsorships	18,035.00
Uncategorized Income	77.96
Total Income	53,945.75
Expense	
Bank Service Charges	158.80
Contributions	125.00
Dues and Subscriptions	109.99
Equipment Rental	2,154.36
Licenses and Permits	
City Sales Tax	3,909.09
State Sales Tax	2,646.00
Total Licenses and Permits	6,555.09
Miscellaneous	
Advertising	4,304.38
Arts & Crafts Expense	90.00
Commercial Booths	180.00
Entertainment	19,727.72
Fireworks	8,000.00
Food Booths	1,299.00
Home & Garden	400.42
Parade	1,077.00
Scholarship	87.39
Total Miscellaneous	35,165.91
Office Supplies	574.19
Park Expenses	
Golf Cart Rental	985.50
Radio Rental	224.95
Security	2,376.00
Sound	1,500.00
Tent	3,953.10
Toilets	4,390.00
Tools	171.58
Trash	1,483.50
Park Expenses - Other	50.00
Total Park Expenses	15,134.63
Postage and Delivery	453.37
Printing and Reproduction	653.44



10:17 PM
05/16/16
Cash Basis

Windsor Harvest Festival Planners
Profit & Loss
February 2015 through January 2016

	Feb '15 - Jan 16
Professional Fees	
Accounting	275.00
Total Professional Fees	275.00
Scholarship Payout	2,000.00
Supplies	
Marketing	50.75
Total Supplies	50.75
Travel & Ent	
Fuel	696.56
Meals	494.55
Total Travel & Ent	1,191.11
Uncategorized Expenses	59.91
Total Expense	64,661.55
Net Ordinary Income	-10,715.80
Other Income/Expense	
Other Income	
Other Income	
City Sales Tax Collection	6,619.92
Total Other Income	6,619.92
Total Other Income	6,619.92
Net Other Income	6,619.92
Net Income	-4,095.88



MEMORANDUM

Date: May 23, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Eric Lucas, Director of Parks, Recreation & Culture
Re: Pickleball Court Project at Main Park
Item #: C.2.

Background/Discussion:

In April 2015 staff received a request from a group of pickleball players regarding modifying the existing roller hockey rinks at Main Park into pickleball courts by removing the hockey rink boards (sides), adding special court surfacing and fencing. The result of that request and subsequent discussions with staff, pickleball enthusiasts, Parks, Recreation & Advisory Board members and the Town Board was that the project (conversion of one hockey rink into four pickleball courts), would be included in the 2016 Capital Improvement Projects (CIP) at a cost of \$45,100. Additionally, staff would apply for a \$20,000 Great Outdoor Colorado Grant (GOCO) in the next grant cycle to offset some of the cost.

In March 2016, staff learned that our GOCO grant was not approved. Upon learning that we did not receive the grant the pickleball group approached the department about proceeding. They were under the impression that we would build the project regardless of grant award.

Given that I was not present for the original discussions, I felt that before bringing the request forward that we should study the request and make a determination as to whether we should support it. Staff, along with several representatives of the pickleball group, met to discuss a path forward. Items that were considered were viability of pickleball in Windsor, location, desired amenities, project scope, and funding. Staff on two occasions also discussed the project with the Parks, Recreation & Culture Advisory Board.

From those discussions I have determined that the sport of pickleball is not a fad or trend and that it is growing nationwide and becoming a programmed activity for most municipalities here in Northern Colorado. We also determined that at this time, the best location for outdoor pickleball courts in Windsor is at Main Park. Staff also discussed amenities such as benches, lighting, permanent netting, and fencing. Additionally, we discussed the size and scope of the project (i.e., # of pickleball courts) as well as funding for the project; all of which will be presented by staff during the Town Board presentation.

Following the meeting and a subsequent discussion with the Parks, Recreation & Culture Advisory Board, staff sought an updated quote for the project. Cost to do the project in its entirety (see plan drawing) is estimated to be \$83,380. Staff's presentation will include three options of which I will be requesting direction from the board. Option one will be to not fund the

project. Option two will be to not fund the project and direct staff to consider recommending the project in a future budget. Option three will be proceeding with a design-build of the courts not to exceed \$45,000.

Ultimately, I will be requesting Town Board direct staff to proceed with the design-build option. While this will probably result in half (3) of the pickleball courts being built it will enable outdoor pickleball to begin being played in Windsor this fall. Staff will consider during the upcoming budget process whether completing the remaining three courts in 2017 will be recommended.

Financial impact:

\$45,000 allocated in 2016 Capital Budget

Recommendation:

Staff is recommending approval to proceed with the project as a design / build not to exceed \$45,000.

Attachments:

Plan Drawing





MEMORANDUM

Date: May 23, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Eric Lucas, Director of Parks, Recreation & Culture
Re: Comprehensive Parks, Recreation & Culture Master Plan
Item #: C.3.

Background / Discussion:

In 2007 the Town adopted a Comprehensive Master Plan that the Parks, Recreation & Culture Department has been utilizing as the framework for which we operate today. In the field of Parks and Recreation, master plans typically serve a useful life of 5-10 years. Given the growth Windsor has experienced since 2007 and that the document had reached its useful life, the Town entered into an agreement with GreenPlay, LLC for the purpose of developing a Comprehensive Parks, Recreation & Culture Master Plan in May 2015. The cost of the plan was \$50,000.

Staff, Town Board and the Parks, Recreation & Culture Advisory Board has worked with GreenPlay since that time to develop a plan that will serve as the template for our department for the next 10 years. On March 21st at a joint work session, the Town Board and Parks, Recreation & Culture Advisory Board were provided with a final review of the plan and its findings.

Staff will provide a brief recap of the findings and recommendations of the plan along with as a path forward in regard to implementation of the recommendations.

Due to the size of the Master Plan document, the Executive Summary is included in the packet. The full document can be viewed using this link: [Parks, Recreation & Culture Master Plan](#).

Financial impact:

No financial impact at this time

Recommendation:

Staff recommends adoption of Resolution No. 2016-34 approving the Parks, Recreation & Culture Comprehensive Master Plan.

Attachments:

Resolution No. 2016-34 - Approving Parks, Recreation & Culture Master Plan
Executive Summary - Master Plan Document

TOWN OF WINDSOR

RESOLUTION NO. 2016-34

A RESOLUTION APPROVING THE MARCH, 2016 COMPREHENSIVE PARKS, RECREATION & CULTURE MASTER PLAN FOR 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, the Town and its citizens place high value on parks, recreation, open space and cultural opportunities; and

WHEREAS, in 2007, the Town Board adopted a Parks and Recreation Master Plan (“2007 Plan”) to guide the development and financing of facilities and programs serving the community; and

WHEREAS, in 2015, the Town retained GreenPlay, LLC, to assist with the review, revision and improvement of the 2007 Plan, the result of which is the attached *Town of Windsor, Colorado, Parks, Recreation & Culture Master Plan – March 2016* (“2016 Plan”); and

WHEREAS, the 2016 Plan has been developed through a series of staff-level interviews, and has been presented to key community stakeholders; and

WHEREAS, the Town’s Parks, Recreation and Culture Advisory Board has reviewed the 2016 Plan, and has recommended approval; and

WHEREAS, the Town Board has reviewed the 2016 Plan, and believes the adoption of the 2016 Plan promotes the public health, safety and welfare.

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

1. The attached *Town of Windsor, Colorado, Parks, Recreation & Culture Master Plan – March 2016*, incorporated herein by this reference as if set forth fully, is hereby approved and adopted.
2. The *Town of Windsor, Colorado, Parks, Recreation & Culture Master Plan – March 2016* shall serve as a planning tool for recreational, parks, open space and cultural services and facilities in the Town of Windsor.
3. Nothing herein shall be deemed an appropriation of funding, it being intended that all future funding for Town parks, recreation and cultural endeavors shall be reserved to the Town Board’s discretion as a budgetary matter.

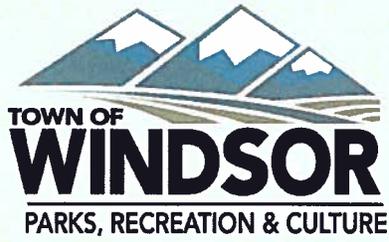
Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 23rd day of May, 2016.

TOWN OF WINDSOR, COLORADO

By: _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk



Town of Windsor, Colorado
Parks, Recreation & Culture
Master Plan
April 2016

I. Executive Summary

Introduction and the Planning Context

The Master Plan is a resource for the Windsor Parks, Recreation, and Culture Department (the Department) providing direction for future decisions regarding development, programming, and services of the Department into the next 5-10 years. The document provides broad-based visioning to guide operations and potential expansion of services as the Town of Windsor continues to build out. The document is responsive to the changing pulses of the community and sets forth a plan of sustainability for the Department.



To achieve a customized planning effort, the project team, in collaboration with the Department, designed a systematic planning process with phases highlighted below:

Staff Engagement and Previous Planning Compatibility

- Review and assessment of relevant plans for alignment and results of citizen input.
- Extensive engagement effort including a Board work session, staff interviews, and meetings with key stakeholders.

Demographic Profile and Trends

- Profile of the community and demographics, including population growth.
- Research of trends related to Windsor, Colorado, and American lifestyles to help guide the efforts of the Department over the next several years.

Inventory

- Inventory of parks and facilities using existing mapping, staff interviews, and on-site visits to verify amenities and assess the condition of the facilities and surrounding areas.

Operational Analysis

- Interviews with staff to provide information about parks and recreation facilities and services, along with insight regarding the current practices and experiences of the Department in serving its residents and visitors.
- Analysis addressing recreation, parks, cultural affairs, and related services.

Assessment and Analysis of Key Issues

- Measurement of the current delivery of service for park and recreation facilities using level of service analysis and allowing for a target level of service to be determined that is both feasible and aligns with the desires of citizens.
- Exploration of finance and funding mechanisms to support development and sustainability within the system.
- Analysis of departmental programming and service delivery.
- Broad assessment of overall operations.

Recommendations: Goals, Objectives, and Action Plan

- Identification and categorization of recommendations into themes with goals and objectives.
- Development of an action plan.

The Community and Identified Needs

Demographic Profile

The demographic profiles presented in the “Demographics and Housing Study” by Economic & Planning Systems, Inc. (EPS) in January of 2015 and in “The 2016 Comprehensive Plan” by Houseal Lavigne were used to create a basic summary of the Town’s demographics. The considerations for the Parks, Recreation, and Culture Department are:

- Windsor’s population is projected to increase by 37.8 percent between 2010 and 2020.
- Projections estimate that the Town will have a total population of 25,693 in 2020.
- The population in the North Front Range Metropolitan Planning Organization region (Larimer and Weld County) is projected to grow by 23.6 percent between 2010 and 2020, and by 66.8 percent between 2015-2040.
- The Town’s population is approximately 93 percent white.
- The growth rate of Weld County is projected to be approximately 1.4 percent/year higher than the growth rate of the State of Colorado over the same time period.
- The 2.8 percent growth rate projection is higher than the actual 2.3 percent/year rate since 1999.
- Weld County is expected to pass Larimer County in total population by 2030.
- Windsor’s median age is 37.6 as of the last Census in 2010, an increase of 4.9 years from the 2000 Census (32.7).
- EPS forecasts project age groups:
 - 35-64 will “nearly double” from 8,200 to 14,900 by 2040.
 - 65+ will increase from 1,900 to 5,300 by 2040, an “increase of 280 percent.”

Trends

It is a challenge and an opportunity for parks and recreation agencies to continue to understand and respond to the changing recreation interests of their constituencies. In this fast-paced society, it is important to stay on top of current trends. Trends were researched at the local, regional, and national level relative to the demographic profile of Windsor and interests, including dog parks, shaded areas, trails, and exercise and fitness spaces, among others. Programming trends reflect partnerships with the health community, nature-based activities, multi-generational activities, mind/body wellness programs, and sports. Improved funding for parks and recreation in general is being widely reported following the decline during the recession.

Key Issues

The key issues discovered during this planning process, upon which analysis and recommendations are based, have been separated into five categories. Each category contains multiple sub-categories, which are discussed at length within the document. These categories are not listed by order of priority or importance.

1. Outdoor Facilities or Amenities to Add, Expand, or Improve

- Neighborhood Service Level and Proximity
- Density and Town Growth
- Preservation and Conservation Opportunities
- Sustainable Growth
- Prioritization

2. Indoor Facilities or Amenities to Add, Expand, or Improve

- Expansion of the Community Recreation Center

3. Operations

- Staffing
- Additional Funding Mechanisms for Operations and Maintenance
- National Recreation and Parks Association Best Conservation Practices

4. Programs to Add, Expand, or Improve

- Concerts/Festivals
- Partnerships to Provide "Health and Wellness" and "Culture"
- Prioritization of Programs
- Natural Program Areas

5. Marketing and Awareness

- Telling the Story of the Department to the Right Audience



Recommendations and Action Plan

The following Action Plan was developed for the Department through input and analysis of key issues. Many of the 2007 Master Plan Goals are still relevant today, and this action plan represents current issues facing the Department.

1. Outdoor Facilities or Amenities to Add, Expand or Improve

Objective 1.1:			
<i>Continue to provide equitable access to parks to the Town of Windsor.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
1.1.a Evaluate development agreements with developers to ensure that they are meeting the current level of service standards.	WPRCD/Planning Department	Staff Time	Short-Term
1.1.b Evaluate park impact fees, park land dedication, and fees-in-lieu policy to ensure that they continually cover expected cost.	WPRCD	Staff Time	Short-Term
1.1.c Monitor ADA Transition Plan and identify issues as they arise to ensure that facilities remain compliant.	WPRCD	Staff Time	Ongoing
1.1.d Continue to develop walkable access to recreation to include new on-street and off-street trail segments and street crossings with an emphasis on connectivity within subdivisions to locations, such as parks, schools, and commercial opportunities.	WPRCD	TBD	Ongoing
Objective 1.2:			
<i>Develop partnership opportunities to provide outdoor infrastructure.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
1.2.a Continue to develop on-street trail connectivity, which can involve coordination with public works and other Town departments or outside public and private entities.	WPRCD	TBD	Ongoing
1.2.b Continue and expand successful partnership with local school district to make school facilities available to Town residents, including programs such as Learning Landscapes, to improve community "ownership" of school facilities, including opportunities for joint maintenance and other efficiencies.	WPRCD	Staff Time	Ongoing
1.2.c Work with schools and local school districts to develop programs and infrastructure, such as Safe Routes to Schools, that physically connect young people to school grounds, including maintenance routes and snow clearing.	WPRCD	Staff Time	Ongoing

1.2.d Develop partnerships with surrounding municipalities to investigate the feasibility of providing regional park amenities.	WPRCD/Planning Department/ Town Manager	Staff Time	Long-Term
1.2.e Develop partnerships with existing HOAs and Metro Districts to provide desired amenities for residents in these areas.	WPRCD/Planning Department	Staff Time	Short-Term
Objective 1.3: <i>Continue to develop and upgrade current park amenities.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
1.3.a Address deficiencies in components in "GRASP® Inventory and Analysis Recommendations."	WPRCD	TBD	Short-Term
1.3.b Provide unique, active opportunities in all parks around the system.	WPRCD	TBD	Short-Term
1.3.c Utilize an updated Public Arts Plan to differentiate parks.	WPRCD	TBD	Short-Term
1.3.d Consider opportunities to add new park components in existing parks to boost the value of these facilities (Example – Diamond Valley athletic fields).	WPRCD	Staff Time	Short-Term
1.3.e Complete Boardwalk Park Museum and Landscape Plan.	WPRCD	TBD	Mid-Term
Objective 1.4: <i>Develop a conservation plan for the current system.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
1.4.a Preserve floodplains, wetlands, and natural areas.	WPRCD	TBD	Ongoing
1.4.b Determine appropriate amounts of irrigated turf for current and future parks.	WPRCD	Staff Time/TBD	Short-Term
1.4.c Become a model for the public through educating and advocating for conservation practices in river corridors, bluffs, trails, and working agricultural areas.	WPRCD	TBD	Short-Term
1.4.d Design future assets with conservation in mind.	WPRCD	TBD	Long-Term

1.4.e Evaluate operating efficiencies and address problem areas. For example, determine the efficiency of the watering schedule.	WPRCD	Staff Time	Short-Term
1.4.f Continue development of low impact irrigation in design and maintenance decisions to include: <ul style="list-style-type: none"> • “Smart” irrigation controllers • On-site weather sensors • Cloud based monitoring, scheduling, and programming • Flow monitoring • Pressure regulation • Proper system design and programming • High efficiency heads and nozzles • Routine system maintenance and audits 	WPRCD	TBD	Ongoing
1.4.g Use non-potable water supplies or reclaimed water if possible.	WPRCD	TBD	Ongoing
1.4.h Use low water vegetation in appropriate locations.	WPRCD	TBD	Ongoing
1.4.i Utilize proper soil amendment for moisture retention.	WPRCD	TBD	Ongoing
1.4.j Design with appropriate plant selection for a give site or microclimate.	WPRCD	TBD	Ongoing
1.4.k Consider working with a water conservation consultant to develop customized strategies for Windsor.	WPRCD	TBD	Ongoing
1.4.l Limit development in working agricultural assets.	WPRCD	TBD	Ongoing

Objective 1.5: <i>Develop a system of prioritized growth and/or funding allocation.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
1.5.a Categorize growth opportunities by <ul style="list-style-type: none"> • Safety Issues • Impact of the Three Pillars of NRPA <ul style="list-style-type: none"> ▪ Social Equity ▪ Health and Wellness ▪ Conservation • Available funding – is it dedicated and/or recurring? • Need and/or demand of service • Ability to generate revenue for the Department • Ability to partner • Potential impact (cost/benefit) to the Department and to the Town Equitable investment in divisions	WPRCD	Staff Time	Ongoing
1.5.b Create a short-term strategy of development that aligns with Town priorities.	WPRCD	Staff Time	Short-Term

2. Indoor Facilities or Amenities to Add, Expand, or Improve

Objective 2.1 <i>Ensure that indoor facilities and amenities are being utilized at their full potential.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
2.1.a Provide services at unique locations within the system.	WPRCD	TBD	Short-Term
2.1.b Look for revenue generating opportunities at indoor spaces.	WPRCD	Staff Time/TBD	Short-Term
Objective 2.2: <i>Ensure that facilities meet the need of the community.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
2.2.a Develop and strengthen partnerships to continue to provide services to the community.	WPRCD	Staff Time	Ongoing

3. Operations

Objective 3.1: <i>Communicate operational goals and policies to the Windsor Community.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
3.1.a Define operational goals.	WPRCD	Staff Time	Short-Term
3.1.b Monitor cost recovery goals for the Department and adjust accordingly.	WPRCD	Staff Time	Ongoing
3.1.c Identify and implement policy changes that allow for prioritizing work.	WPRCD	Staff Time	Short-Term
3.1.d Communicate the effect that growing demands have on the current staff levels.	WPRCD	Staff Time	Short-Term
3.1.e Identify areas to install interpretive signage.	WPRCD	Staff Time/TBD	Short-Term
3.1.f Develop metrics for benchmarking the current demand on the system.	WPRCD	Staff Time	Short-Term
Objective 3.2: <i>Develop internal operational efficiency and collaboration opportunities.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
3.2.a Examine and consider revising the mission and values of the Parks, Recreation, and Culture Department.	WPRCD	TBD	Short-Term
3.2.b Develop opportunities for divisions to work collaboratively.	WPRCD	Staff Time	Ongoing
3.2.c Evaluate ways in which more opportunities for programming can be provided within the Culture Division.	WPRCD	TBD	Short-Term
Objective 3.3: <i>Assure proper staffing levels meet the growing demands of the Parks, Recreation, and Culture Department.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
3.3.a Use internal data and benchmark comparisons to justify additional staff to keep up with growing demand.	WPRCD	Staff Time	Ongoing

3.3.b Investigate the feasibility of additional contractual services.	WPRCD	Staff Time/TBD	Ongoing
3.3.c Develop recruitment strategies for variable hourly employees.	WPRCD	Staff-Time	Ongoing
Objective 3.4: <i>Develop a system for prioritizing program development.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
3.4.a Categorize growth opportunities by <ul style="list-style-type: none"> • Impact of the Three Pillars of NRPA <ul style="list-style-type: none"> ▪ Social Equity ▪ Health and Wellness ▪ Conservation • The Pyramid Methodology (currently utilized within the Department) • Need and/or demand of service • Program alignment with the mission of the Department • Market factors, like alternative providers • Ability to generate revenue for the Department 	WPRCD	Staff Time	Ongoing
Objective 3.5: <i>Develop additional funding mechanisms for the Parks, Recreation, and Culture Department.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
3.5.a Identify and develop additional funding mechanisms, including: <ul style="list-style-type: none"> • General Obligation Bonds • Local Tax Revenues • Utility Bill Fee • Advertisement Sales • Special Improvement Districts • Concessions and Merchandise Sales • Partnerships • Philanthropic • General Purpose/Operating Support Grants • Program or Project Support Grants 	WPRCD	Staff Time	Ongoing

4. Programs to Add, Expand, or Improve

Objective 4.1			
<i>Assure programming services are in line with a growing population base and target markets.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
4.1.a Evaluate programs on an annual or biannual cycle for fit within the Parks, Recreation, and Culture Department.	WPRCD	Staff Time	Ongoing
4.1.b Evaluate program fee schedule on a biannual basis.	WPRCD	Staff Time	Ongoing
4.1.c Explore opportunities with resource/environmental programs.	WPRCD	Staff Time	Ongoing
4.1.d Develop partnerships with local providers to expand Department services to the community.	WPRCD	Staff Time	Ongoing
Objective 4.2			
<i>Develop internal and external partnerships to continue to provide high-level programs and services to the Town of Windsor.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
4.2.a Develop partnerships to increase the awareness of the Cultural amenities in the Town of Windsor.	WPRCD	Staff Time	Ongoing
4.2.b Develop programs in activity clusters within the Town.	WPRCD	Staff Time	Ongoing
Objective 4.3:			
<i>Ensure that concert series, festival, and events are provided by the most effective means.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
4.3.a Develop a stronger application process.	WPRCD	Staff Time	Short-Term
4.3.b Evaluate the cost of providing the service.	WPRCD	Staff Time	Ongoing
4.3.c Develop a pricing strategy, and re-evaluate annually.	WPRCD	Staff Time	Short-Term
4.3.d Develop a system for determining external support.	WPRCD	Staff Time	Short-Term

Objective 4.4: <i>Ensure that programming meets the goals of "Our Lands – Our Future."</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
4.4.a Develop and prioritize nature based and open space programs.	WPRCD	Staff Time	Ongoing
4.4.b Develop educational programs.	WPRCD	Staff Time	Ongoing
4.4.c Communicate the value of natural areas and open space to the community.	WPRCD	Staff Time	Ongoing
4.4.d Gain further community input in developing natural programs.	WPRCD	Staff Time	Short-Term

5. Marketing and Awareness

Objective 5.1: <i>Promote community awareness.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
5.1.a Develop a consistent message of what the Parks, Recreation, and Culture Department stands for, its services, and its value to Windsor.	WPRCD	Staff Time	Short-Term
5.1.b Develop educational programming and communication about the mission, goals, and value of the Parks, Recreation, and Culture Department.	WPRCD	Staff Time	Short-Term
Objective 5.2: <i>Develop marketing efforts to reach targeted population segments through the most effective means.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
5.2.a Define the brand of the Parks, Recreation, and Culture Department.	WPRCD	Staff Time	Short-Term
5.2.b Develop a Marketing Plan.	WPRCD	Staff Time	Short-Term
5.2.c Define a target market or markets within the greater whole.	WPRCD	Staff Time	Short-Term
5.2.d Develop channels of communication.	WPRCD	Staff Time	Ongoing

5.2.e Provide connections to technology through services (registration app, recreation program passport, etc.)	WPRCD	Staff Time	Short-Term
Objective 5.3: <i>Increase partnerships to both identify and address community needs.</i>			
Actions	Primary Dept. Responsibility/ Support	Resource Impact/Budget Requirement	Timeframe to Complete
5.3.a Increase partnerships with other community services.	WPRCD	Staff Time	Ongoing
5.3.b Develop partnerships to identify needs, address needs, and deliver services to specific community groups.	WPRCD	Staff Time	Ongoing



MEMORANDUM

Date: May 23, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
Scott Ballstadt, AICP, Director of Planning
From: Josh Olhava, AICP, Senior Planner
Subject: Resolution No. 2016-35 – A Resolution Making Certain Findings of Fact Concerning the Labue Farm Annexation to the Town of Windsor, Colorado; Determining Substantial Compliance with Section 31-12-101, *ET SEQ.*, C.R.S., “The Municipal Annexation Act of 1965”; and Establishing Dates for Public Hearings Before the Planning Commission and the Town Board of the Town of Windsor, Colorado, with Regard to the Labue Farm Annexation
Location: North of and adjacent to Crossroads Boulevard; east of the Raindance property; west of the South Hill 2nd Filing Subdivision; and south of the Hilltop Estates Subdivision
Item #: C.4

Background:

The applicants, represented by Mr. Patrick McMeekin, are requesting to annex approximately 155.4 acres to the Town of Windsor. The property is divided amongst three separate property owners, VIMA Partners, LLC., TROLLCO, Inc., and the Weld RE-4 School District. All parties have signed the attached petition to annex and will be signatories on the annexation plat and annexation development agreement, to be reviewed by the Town Board at a future date.

The site is proposed for Recreation and Open Space (O) zoning, as the Town Board previously approved the applicant’s request to reallocate the majority of the sewer capacity from this property to the adjacent RainDance property to the west. This will allow for increased density of residential and commercial development on the RainDance Property and will limit development of the subject property. Future plans include exploring the potential for a regional park to serve the community and a future middle school site on the 50-acre parcel owned by the school district. The northwestern portion of the site includes a large oil and gas pad that has been active for the past few years and may include at least one additional future well.

Conformance with Comprehensive Plan: The application is consistent with the following goals and objectives of the 2016 Comprehensive Plan:

Chapter 5b - Growth Framework

Goal:

Maintain the character of the community while accommodating future growth that is fiscally and environmentally responsible.

Objective:

1. *Prioritize new growth in areas currently served by Town infrastructure and services.*

May 23, 2016

Town Board – memo – Labue Farm Annexation – Findings of Fact and Establishing Public Hearing dates

Conformance with Vision 2025: The application is consistent with Growth and Land Use Management elements of the Vision 2025 document.

Recommendation: Staff recommends approval of Resolution No. 2016-35 as presented.

Notification: None required for this Resolution

Enclosures: Resolution No. 2016-35 w/ Annexation Petition
Labue Farm – Aerial Exhibit
Annexation Plat

pc: Patrick McMeekin, applicant's representative
Dan Seegmiller, Superintendent of Weld RE-4 Schools

TOWN OF WINDSOR

RESOLUTION NO. 2016-35

A RESOLUTION MAKING CERTAIN FINDINGS OF FACT CONCERNING THE LABUE FARM ANNEXATION TO THE TOWN OF WINDSOR, COLORADO; DETERMINING SUBSTANTIAL COMPLIANCE WITH SECTION 31-12-101, *ET SEQ.*, C.R.S., "THE MUNICIPAL ANNEXATION ACT OF 1965"; AND ESTABLISHING DATES FOR PUBLIC HEARINGS BEFORE THE PLANNING COMMISSION AND THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, WITH REGARD TO THE LABUE FARM ANNEXATION

WHEREAS, the Town Clerk has received an Annexation Petition dated January 8, 2016, a copy of which is attached hereto and incorporated herein by this reference as if set forth fully, seeking annexation of certain real property described therein and proposed as the "Labue Farm Annexation"; and

WHEREAS, pursuant to The Municipal Annexation Act of 1965, the Town Board is required to determine whether or not the aforementioned Annexation Petition is in substantial compliance with the requirements of said Act; and

WHEREAS, upon such determination, the Town Board is required to set public hearing dates in accordance with the requirements of said Act.

NOW, THEREFORE, IT IS FOUND AND RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. That pursuant to Section 31-12-107, C.R.S., an Annexation Petition has been filed with the Town Clerk for the annexation of certain real property known as the "LaBue Farm Annexation", more fully and particularly described within said Annexation Petition.
2. That the Town Board finds that the aforesaid Annexation Petition is in substantial compliance with Section 31-12-107(1), C.R.S.
3. That in accordance with the Town Board's determination, public hearings shall be held before the Planning Commission and the Town Board to determine if the proposed annexation complies with Sections 31-12-104 and 105, C.R.S.
4. That a public hearing shall be held before the Planning Commission at 7:00 p.m. on July 6, 2016, at Windsor Town Hall, 301 Walnut Street, Windsor, Colorado.
5. That a public hearing shall be held before the Town Board at 7:00 p.m. on Monday, July 11, 2016, at Windsor Town Hall, 301 Walnut Street, Windsor, Colorado.
6. That the Town Clerk, or her designee, shall give notice of the aforesaid hearings in compliance with the Municipal Annexation Act of 1965.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this 23rd day of May, 2016.

TOWN OF WINDSOR, COLORADO

Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk

ANNEXATION PETITION
C.R.S. 31-12-107(1)

We the landowners of more than 50% of the territory, excluding public streets and alleys, in the south half of Section 32 , Township 6 North, Range 67 West of the Sixth Principal Meridian; in Weld County, Colorado; said parcel being more particularly described as follows:

Lot B, Recorded Exemption number 1415, and the remaining portion of the southwest quarter of said section, except Lot A of Recorded Exemption number 1415; and except that portion of said quarter section conveyed by bargain and sale deed recorded at reception number 3067075, and including that portion of the southeast quarter of said section conveyed by bargain and sale deed recorded at reception number 3067076;
said territory containing 155.4 acres more or less; allege the following to be true and correct:

The perimeter of the proposed annexation has a distance of 11,624.7 feet, of which 8,127.3 feet are contiguous to the existing TOWN limits of the TOWN OF WINDSOR. A minimum of 1/6 of the perimeter of the proposed annexation is contiguous to the TOWN OF WINDSOR.

We further allege:

1. It is desirable and necessary that said territory be annexed to the TOWN OF WINDSOR.
2. A community of interest exists between the said territory and the TOWN OF WINDSOR.
3. Said territory is urban or will be urbanized in the near future.
4. Said territory is integrated or capable of being integrated with the TOWN OF WINDSOR.
5. No land held in identical ownership is divided into separate parcels unless the owner of said tract has consented in writing or joins in this Petition.
6. No land held in identical ownership comprises 20 acres and together with improvements had an assessed valuation in excess of \$200,000.00 in the year preceding the filing of this Petition.
7. No proceedings for annexation of the territory have been commenced for annexation to another municipality.
8. The signers hereof comprise the landowners of more than 50% of the territory proposed to be annexed exclusive of streets and alleys, and are in fact owners of 100% of the hereinafter described property.

Therefore, the undersigned hereby request that the TOWN OF WINDSOR approve the annexation of the area described above and do herewith pay the required fees.

In addition to the annexation, the undersigned request the zoning of O for the above described property.

Date

January 8, 2016

Owners Signature

VIMA PARTERS, LLC

By: 

Martin Lind, Member

Mailing Address

1625 Pelican Lakes Point, Suite 201
Windsor, CO 80550

TROLLCO, INC.

By: 

Martin Lind, President

Mailing Address

1625 Pelican Lakes Point, Suite 201
Windsor, CO 80550

WELD COUNTY SCHOOL DISTRICT RE-4

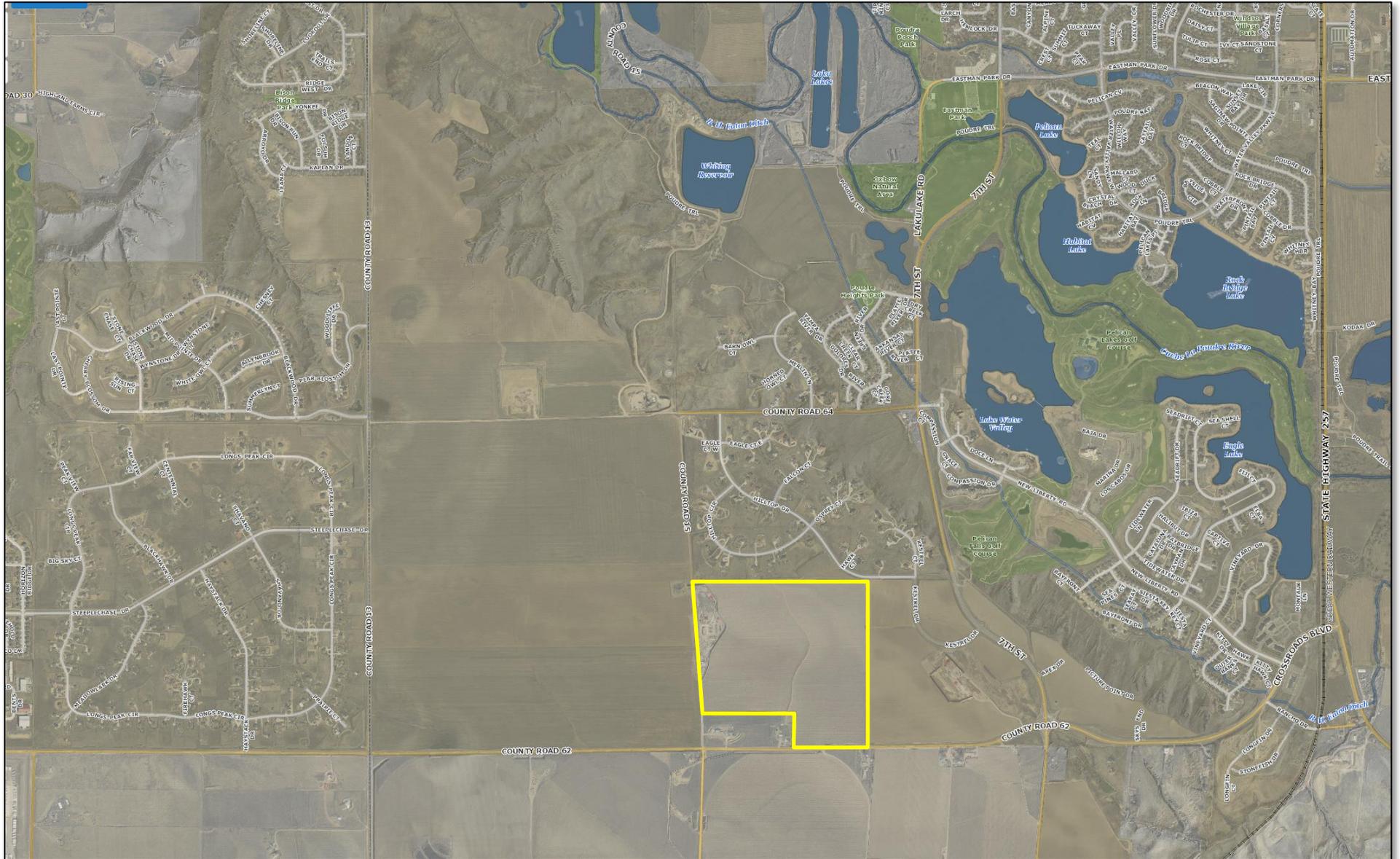
By: 

Dan Seegmiller, Superintendent

Mailing Address

1020 Main Street
Windsor, CO 80550

LABUE FARM – AERIAL EXHIBIT



SEE SHEET 2

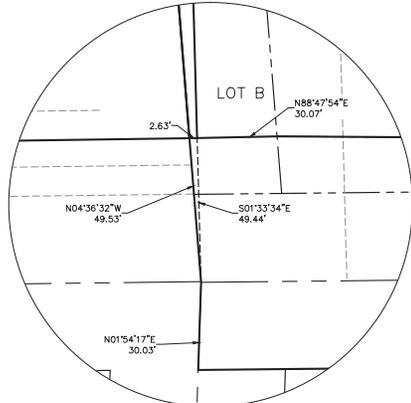
LOT B
RECORDED EXEMPTION # 1415

SEE SHEET 2

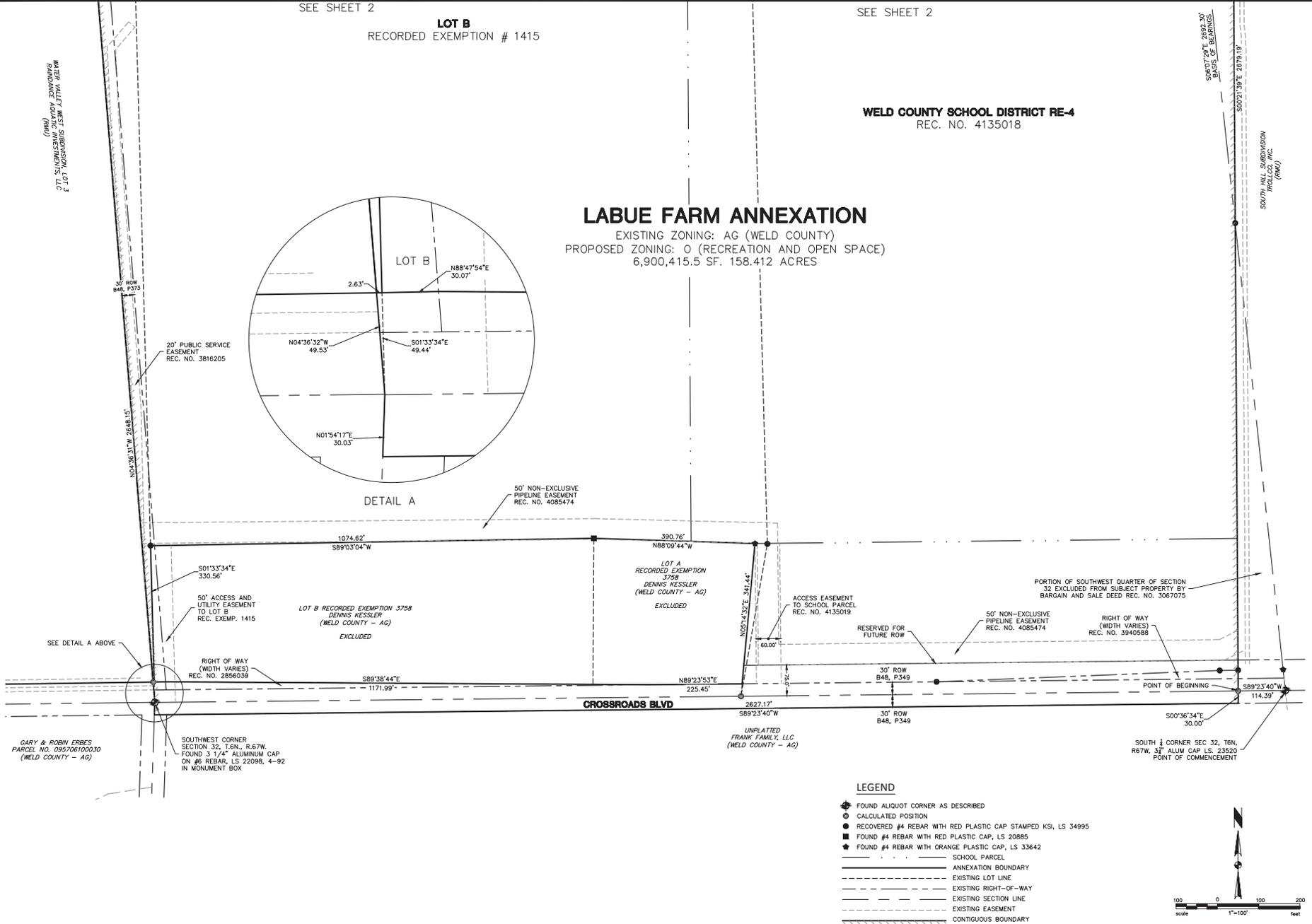
WELD COUNTY SCHOOL DISTRICT RE-4
REC. NO. 4135018

LABUE FARM ANNEXATION

EXISTING ZONING: AG (WELD COUNTY)
PROPOSED ZONING: O (RECREATION AND OPEN SPACE)
6,900,415.5 SF. 158.412 ACRES

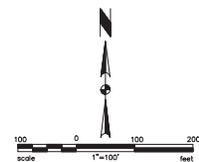


DETAIL A



LEGEND

- FOUND ALIQUOT CORNER AS DESCRIBED
- CALCULATED POSITION
- RECOVERED #4 REBAR WITH RED PLASTIC CAP STAMPED KSI, LS 34995
- FOUND #4 REBAR WITH RED PLASTIC CAP, LS 20885
- FOUND #4 REBAR WITH ORANGE PLASTIC CAP, LS 33642
- ▭ SCHOOL PARCEL
- ▭ ANNEXATION BOUNDARY
- ▭ EXISTING LOT LINE
- ▭ EXISTING RIGHT-OF-WAY
- ▭ EXISTING SECTION LINE
- ▭ EXISTING EASEMENT
- ▭ CONTIGUOUS BOUNDARY



REVISIONS	DESCRIPTION	BY	DATE

DRAWN	JMJ
DESIGNED	CRW
ENGINEER	JMJ
FILENAME	0160_Annex

LABUE FARM ANNEXATION

TST
TST, INC.
CONSULTING ENGINEERS
760 Whalers Way
Building C, Suite 200
Fort Collins, Colorado
Phone: 970.228.0257
Fax: 970.228.0204

JOB NO. 732.0160.00
SCALE 1"=100'
DATE JANUARY 5, 2016
SHEET



MEMORANDUM

Date: May 23, 2016
To: Mayor and Town Board
Via: Kelly Arnold, Town Manager
From: Stacy Johnson, Director of Economic Development
Re: Advanced Roofing Incentive Request
Item #: C.5.a

Background / Discussion:

In early 2015 Economic Development staff connected with Brad Evans, owner of Advanced Roofing at 4496 Bents Drive in Windsor. During our visit we began to discuss Mr. Evans' interest in expanding his business and the relocation of another one of his businesses NoCO Sheet Metal (located in Loveland at that time) in and to Windsor. Mr. Evans has currently identified two locations for his company to expand on. One site is located at 4555 Highland Meadows Parkway (NE corner of Highland Meadows Parkway & Greenridge Road) and the other site is located in unincorporated Weld County.

Mr. Evans also began working on and submitted site plan to the Town of Windsor. During this process the commercial permit fee estimate was completed and identified a much larger fee estimate for the parcel located in Town verses the parcel located in the county. Mr. Evans and Economic Development staff identified approximately a \$60,000 difference in the fee estimates.

In compliance with our Primary Employer Incentive Guidelines Mr. Evans submitted a letter of request for incentives on April 21, 2016. Advanced Roofing and NoCO Sheet Metal would not only be retained in Windsor they would be completing a physical building expansion, hiring additional employees and also providing approximately 20,000 sq. ft. of speculative flex space (Speculative space is space built without a current use or tenant). This type and amount of space is still currently in high demand.

Below is a project review:

Advanced Roofing & NoCO Sheet Metal Retention & Expansion Project

Total Initial Project Investment	\$4,200,000.00
Building Size	40,000 sq. ft.
Equipment/FF&E (10 year Lessee)	\$200,000.00
5 year income projections from sales tax (NoCO Sheet Metal)	\$130,000.00
Retention of jobs	42
New jobs	4
Annual Average Wage	\$64,300.00
Benefits	80% of wage

Financial Impact:

Fee waivers/reimbursements: **\$61,633.80**

Recommendation

Approval of \$61,633.80 incentive fee waivers for the retention and expansion of Advanced Roofing and NoCO Sheet Metal.

Relationship to Strategic Plan:

Diversify, Grow & Strengthen the Local Retail and Industrial Economy

Attachments:

Letter of Request
Town Fee estimate
Cost analysis



April 21, 2016

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

RE: New Building for Advanced Roofing Technologies/NoCo Sheet Metal

Dear Ms. Johnson,

Please accept this letter as our formal request for the Town of Windsor to waive a portion of the estimated fees for our proposed new Advanced Roofing Technologies/NoCo Sheet Metal (ART/NoCo) building. Specifically, we would like the Town to waive the Administrative fee, the Drainage Fee, and the Windsor Use Tax, which are estimated at \$61,634. The reason for this request is due to the exorbitant amount of fees relative to this project. Moreover, the fees on the same project proposed in unincorporated Weld County are over \$60,000 less. In order for us to make the deal economics work within the Town of Windsor, we must seek relief from the Town.

To explain the quick background and the benefit to the Town for helping us with this request. ART moved to Windsor in 2006 after being located in Fort Collins since 1993, and NoCo moved from Loveland to the same building as ART in Windsor, in 2015. Since moving to Windsor, both ART and NoCo have grown, increased sales, and added new employees in the area for both companies. The benefit to the Town of Windsor in just the sales tax revenue is estimated at over \$26,000 annually. The town would also see receive additional property taxes with this new building and new employment opportunities as both companies continue to grow. In addition, this new project will have up to 20,000 square feet of industrial space for lease for other businesses to move to Windsor.

Therefore, if the Town grants us the requested \$61,634 fee waiver, the Town would be paid back in less than 2 years by the time you factor in sales tax, property tax, additional space for lease, and additional employment opportunities, all benefiting the Town of Windsor!

Advanced Roofing Technologies/NoCo Sheet Metal greatly appreciates all the help you have provided in this process and we are excited about the possibility of staying, growing, and supporting the Town of Windsor as well as providing the much needed additional limited industrial space for other businesses to move to Windsor!

I can be reached at 970.663.0202 or brad@advancedroofingtech.com if you have any questions or need further information.

Respectfully,

Brad Evans
President

Building Permit Fee Estimate for Commercial or Industrial buildings

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

Date:	3/11/2016
Name of requestor:	BJ DeForge
Ph/Fx # or e-mail add:	bj@hauserarchitectspc.com 970.669.8220
Subdivision Name:	HIGHLANDS INDUSTRIAL PARK LT 1, BLK 4
Address:	4555 Highland Meadows Parkway
Lot size in SF:	137,954
Use:	Warehouse/Office/Future Lease Space
Building Size in SF:	42,360

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		\$2,049,345
2	Electrical Valuation		\$72,368
3	Building Fee	Based on valuation	\$5,528.65
4	Electrical Fee	Based on valuation	\$954.50
5	Construction Meter	Always \$57.50	\$57.50
6	Plan Review Fee	65% of line 3 -	\$3,593.62
7	Administrative Fee	25% of lines 3, 4, and 5	\$1,635.16
8	Raw Water	Fort Collins Loveland Water District	970-226-3103
9	Water Plant Investment	Fort Collins Loveland Water District	970-226-3103
10	Sewer Plant Investment	Fort Collins Loveland Water District	970-226-3103
11	Drainage Fee	per Ordinance 2003-1148 - see schedule	\$19,524.08
12	Water Meter and Yoke	Based on Water Tap size - outside pit	970-226-3103
13	Irrigation Meter	Based on Tap size, if applicable	N/A
14	Fire	Fire Plan Review Fee Schedule	\$3,625.00
15	Windsor Use Tax	3.95% of 1/2 of Valuation - Line 1	\$40,474.56
16	Larimer County Use Tax	0.65% of 1/2 of Valuation - Line 1	\$6,660.37
17	Road Impact Fee	Per Ordinance 2008-1318 - see schedule	\$77,201.49
18	TOTAL		\$159,254.94

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: \$1,000,001 and up = \$3827.65 for the first \$1,000,000 plus \$1.62 for each additional \$1,000.00 or fraction thereof.
Formula for this permit: $1050 \times \$1.62 + \$3827.65 = \$5,528.65$
- 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: $73 \times \$11.50 + \$115.00 = \$954.50$.
- 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. $\$5,528.65 \times .65 = \$3,593.62$
- 7 Administrative Fee: 25% of lines 3, 4, and 5 $\$5,528.65 + \$954.50 + \$57.50 \times .25 = \$1,635.16$
- 8 Raw Water Fee: Site specific and dependent upon water district, type of project, and location - please contact Town Engineer at 970 686-7476. N/A (FCLWD)
- 9 Water Plant Investment - Based upon water tap size - N/A (FCLWD)
- 10 Sewer Plant Investment - Based upon water tap size - N/A (FCLWD)

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: $.77 \times \$0.1838 \times 137,954 = \$19,524.08$ ***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 water tap size - - please contact the Planning Department for the cost of any other proposed tap size. N/A (FCLWD)
- 13 Irrigation Meter - No irrigation meter charged based on non-potable system.N/A (FCLWD)
- 14 Construction Water - Always \$25.00N/A (FCLWD)
- 15 Windsor Use Tax: 3.95% of 1/2 of the Valuation
 Formula for this permit: $\$2,049,345. \times 0.5 \times .0395 = \$40,474.56$
- 16 Larimer County Use Tax: 0.65% of 1/2 of the Valuation $\$2,049,345 \times .5 \times .0065 = \$6,660.37$
 Formula for this permit: n/a as site is on the Weld County side of Windsor
- 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: (office) $7800 \text{ sf} / 1000 \times 2,840 = \$22,152$ + (warehouse) $13,700 \text{ sf} / 1000 \times \$1279 = \$17,522.30$ + (future lease space) $20,860 \text{ sf} / \times 1799 = \$37,527.19$. (TOTAL = \$77,201.49.)
- 18 This total is an estimate based upon today's fees. These fees may change in the future.

Cost Analysis

3.14.2016

Advanced Roofing & NoCO Sheet Metal			
Expenses:			
building, land	\$4,000,000		
equipment (FFE from restaurant)	\$200,000		
total investment	\$ 4,200,000.00		
	Approx. Windsor Sales Tax REVENUE		
Income:			
Year 1			
Sales tax from NoCO Sheet Metal	\$26,000.00		
Real & Personal Property Tax	TBD		
Fees for Advanced Roofing and NoCO Sheet Metal			
*based off of information provided by Windsor Commercial tenant finish Fee estimate form			
Building Fee	\$5,528.65		
Electrical Fee	\$954.50		
Construction Meter	\$57.50		
Plan Review Fee	\$3,593.62		
Administrative Fee	\$1,635.16	Waive up front	
Raw Water	N/A		
Water Plant Investment	N/A		
Sewer Plant Investment	N/A		
Drainage Fee	\$19,524.08	Reimburse at C.O.	
Water Meter and Yoke	N/A		
Irrigation Meter	N/A		
Fire District Fee	\$3,625.00		
Windsor Use Tax	\$40,474.56	Waive up front	
Larimer County Use Tax	\$6,660.37		
Road Impact Fee	\$77,201.49		
Total FEES	\$ 159,254.94		
Total incentives Request	\$61,633.80		
Total sales tax revenue (5 years) estimated	\$130,000.00		
Incentive waivers/reimbursements	Payback in	2.37 years	

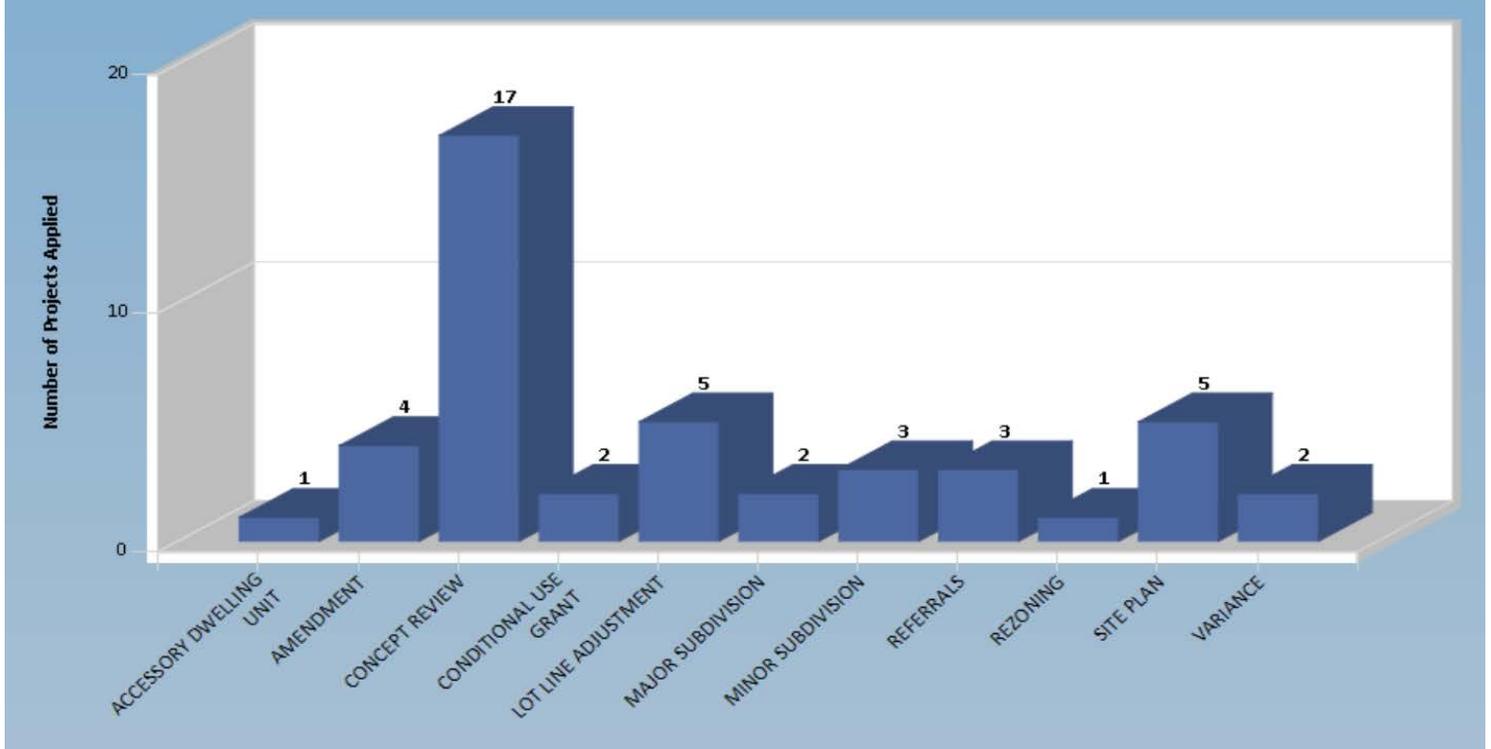
COMMUNITY DEVELOPMENT REPORT – MAY, 2016

POLICIES, PROCEDURES, & STANDARDS

Staff is investigating possible alternatives to requiring mylar record drawings upon approval of land use projects. Currently, applicants are required to submit approved record drawings on mylar (a polyester film or plastic sheet). While mylars will still be required in certain applications (such as subdivision plats that are recorded at the county), electronic or digital drawings may offer a more efficient solution for both the applicant and the Town. Upon completion of this research, staff will prepare appropriate amendments to the Municipal Code for Planning Commission and Town Board consideration.

PROJECTS & PERMIT SUMMARY

Year-to-Date Projects Reviewed



Total Projects: 45

Glossary of Project Types

Amendment – Used to make modifications to an approved project, typically master plans or site plans

Annexation – Process by which property is brought under the jurisdiction of the Town

Concept Review – An optional meeting and review process that provides early feedback on projects prior to formal submittal

Conditional Use Grant – Consideration of uses which are unique in nature or character that are not included as uses by right

Land Use Map Amendment – Changes to the Town’s Land Use Map, which guides zoning decisions

Lot Line Adjustment – Minor changes to the location of a lot property line

Major Subdivision – The division or reconfiguration of parcels of land into six or more parcels

Minor Subdivision – The division or reconfiguration of parcels of land into two to five parcels when single-family dwelling units are permitted

Public Improvement Plans – Public improvements, such as streets, that are required to be built by developers as a part of site development

Referrals – Town review of certain projects in adjacent jurisdictions, as mandated by state statute or inter-governmental agreement

Rezoning – The changing of existing zone classification of a parcel of land

Site Plan – Development of land for multifamily, commercial, or industrial uses

Vacation – Process in which the Town’s ownership or interest in a right-of-way or easement is abandoned

Waiver – Request for specific Commercial Corridor Plan standards to be waived on a site plan

Major Development Projects Currently Under Review

Note: For more detailed review timeframes please see: <http://windsorgov.com/DocumentCenter/View/13290>

Project	Description	Status
15th Street Park Annexation		
Conditional Use Grant & Site Plan	New Town Public Works facility	Reviewing 1 st submittal
Diamond Valley 3rd Lot 9, Diamond Valley 6th Lot 1		
Site Plan – Windsor Charter Academy	Addition to the Windsor Charter Academy	Reviewing 2 nd submittal
Falcon Point Subdivision Lot 1		
Site Plan – Kraft Kurbing	6 unit industrial office/warehouse building	Awaiting 2 nd submittal from applicant
Fossil Creek Meadows (Northwest of WCR 5 & WCR 32E)		
Amended Master Plan & Preliminary Major Subdivision	Platting of 292 single family lots	Awaiting 2 nd submittal from applicant
Fossil Ridge Subdivision		
5 th Filing Preliminary Plat	7 lot subdivision	Awaiting 2 nd submittal from applicant
Windsor Highlands Amended Master Plan	Amendment to allow 7 additional lots	Awaiting 2 nd submittal from applicant
Great Western Industrial Park 2nd Annexation (East of HWY 257)		
Amended Master Plan, Land Use Map Amendment & Rezoning to PUD	Proposal of mixed industrial, commercial, and residential development on 745 acres	Awaiting 3 rd submittal from applicant
Great Western Industrial Park 3rd - Lot 1, Block 1 (11140 Eastman Park Dr)		
Vestas Site Plan – Phase X	Approximately 40,000 s.f. in various additions	Awaiting 5 th submittal from applicant
Labue Farm (North of Crossroads Blvd at WCR 15)		
Annexation	Annexation of 155 acres	Scheduling for Planning Commission/Town Board
Poudre Heights Subdivision 3rd (Northwest of 7th St & New Liberty Rd)		
Preliminary Plat & Preliminary Site Plan	Platting of 392 residential lots including site planning of 125 townhome units	Awaiting 3 rd submittal from applicant
Ptarmigan Business Park & Lutheran Church (Northwest corner of SH 392 & LCR 5)		
Rezoning & Master Plan Amendment	Rezoning of 62 acres from GC to RMU	Awaiting 3 rd submittal from applicant
Shutts Subdivision 3rd (Fairgrounds Ave & LCR 30)		
Preliminary Major Subdivision & Preliminary Site Plan	66 condominiums, 32 townhomes, 37 single family lots, and up to 11,000 s.f. of commercial	Reviewing 2 nd submittal
Water Valley South 23rd - Lots 1 & 2 (South of Crossroads Blvd & HWY 257)		
Self-Storage	Construction of six buildings housing 97 storage units	Awaiting mylars from applicant
Weakland Annexation – (6461 HWY 392)		
Annexation	Annexation of approximately 10 acres	Awaiting 2 nd submittal from applicant
Site Plan	Construction of new greenhouse & brewing facility	Awaiting 2 nd submittal from applicant
Windshire Park Annexation (15th St & Windshire Dr)		
Amended Master Plan	Amendment to change Parcel E designation from Church to Townhomes	Awaiting 3 rd submittal from applicant
Preliminary Major Subdivision & Preliminary Site Plan	58 Townhomes on 8.5 acre tract	Awaiting 2 nd submittal from applicant
Windsor Commons Subdivision 2nd - Lot 2 (1101 Automation Drive)		
Windsor Commons Self-Storage Site Plan	New 70,000 s.f. building	Awaiting building permit

Building Permit Summary for April, 2016

	Monthly Total	Monthly Valuation	Year-to-Date Total	Year-to-Date Valuation
New Single Family	46	\$14,916,676	204	\$56,865,758
New Multi-Family	0	--	10 (26 units)	\$7,547,811
New Commercial/Industrial	0	--	3	\$1,886,578

Construction Status Update



A
Jacoby Farm 2nd Filing (154 sf lots) Phase 1-4 complete; Phase 5-6 improvements under construction



B
The Ridge at Harmony Road (418 sf lots) Improvements under construction for phases 1-2.



C
Water Valley South 18th Filing (117 sf lots) Improvements under construction



D
Windsor Meadows Phase II – Construction of 36 units in addition to the existing 44 units of workforce housing



E
South Hill Subdivision (210 sf lots) Improvements under construction



F
Village East Subdivision (191 SF lots) Phase 1 improvements complete, phase 2 improvements under construction



G
Westwood Village 6th Filing – Columbine Health 34 age restricted units under construction.

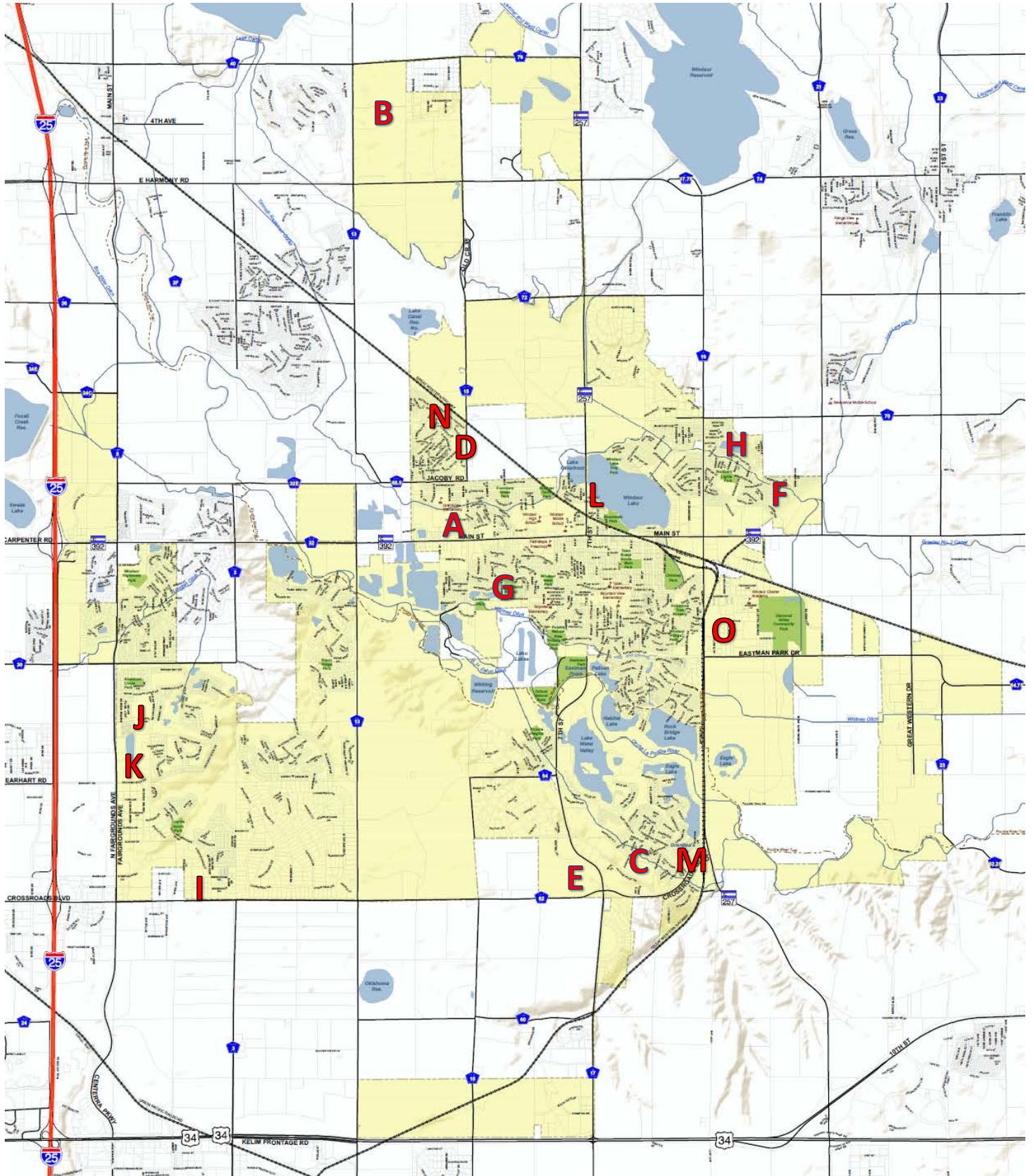


H
Winter Farm 3rd Filing (241 sf lots) Phase 1-2 improvements complete; phase 3 improvements under construction

Other Projects Under Construction

- I** Highlands Industrial Park 6th Filing – Concrete Equipment Supply - 10,000 square foot building under construction
- J** Highland Meadows Golf Course 11th Filing – Infrastructure improvements for 68 townhomes under construction
- K** Highland Meadows Golf Course 13th Filing – Power to Play sports – 52,000 square foot building under construction
- L** Lakeview Addition 7th – 4 unit multifamily building awaiting building permit
- M** Lighthouse Point – 6 unit multifamily building under construction
- N** Windshire Park 3rd Filing - 292 SF lots - Phase 1 improvements under construction
- O** Windsor Commons Subdivision 2nd – Windsor Commons Self Storage – Construction of 70,000 s.f. self-storage facility

Construction Status Map





Volume 5, Issue 4
April 2016

2016 MONTHLY FINANCIAL REPORT

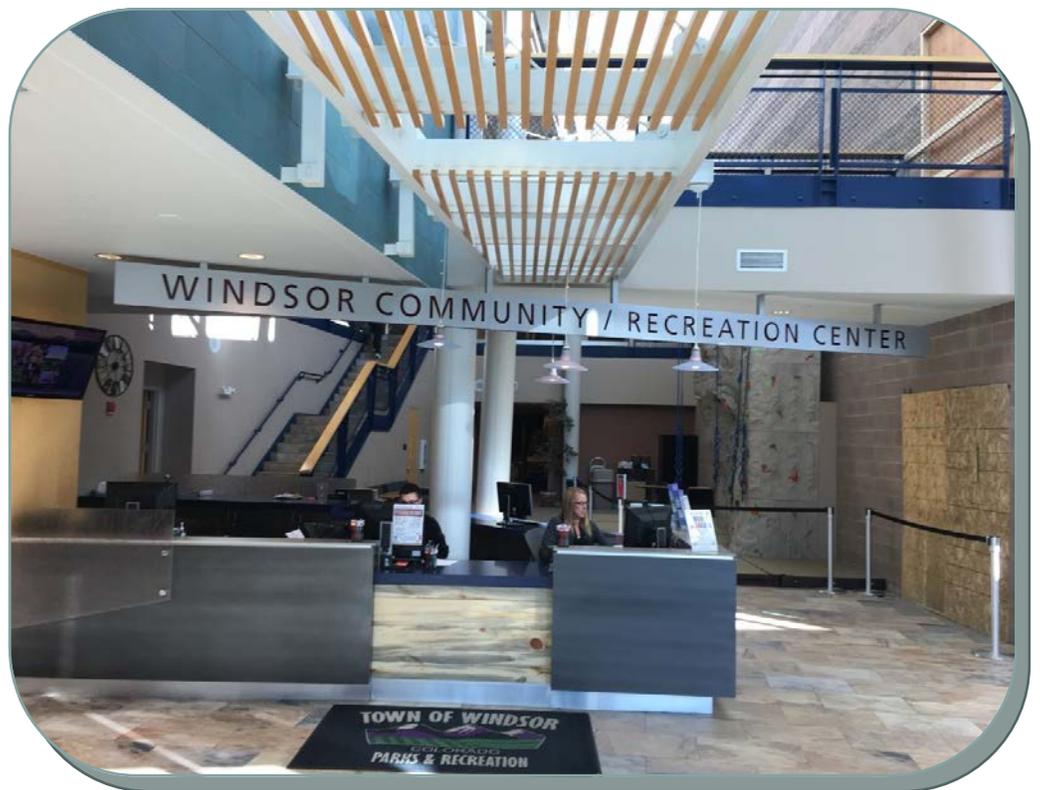
Special points of interest:

- CRC expansion sales tax collections surpass budget requirement for April.
- Single Family Residential (SFR) building permits total 204 through April 2016. This is up from the April 2015 number of 101.
- 42 business licenses were issued in April, of which 29 were sales tax vendors.



Highlights and Comments

- * Sales tax collections of the 3.2% sales tax for April was a record \$790,335.
- * April 2016 sales tax was up \$59,072 over April 2015. An increase of 8.08%.
- * Construction use tax through April is at 62.55% of the annual budget at \$1,102,798.



CRC Expansion

The Community Recreation Center Expansion is progressing. Above is the reception area with a brand new look. This is the second year of construction of the new expansion, funded with a bond issue of \$16.1 million. This is also the second year of collecting 0.75% sales and use tax for the expansion. The new expansion will be opening Fall of 2016.

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

Items of Interest

- In addition to construction of the Community Recreation Center, look forward to our new show stage at Boardwalk Park. Summer Concert Series begins June 2.
- Visit us at www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

Sales, Use and Property Tax Update

April 2016

Benchmark = 33%	Sales Tax	Construction Use Tax	Property Tax	Combined
Budget 2016	\$7,764,563	\$1,763,109	\$5,089,810	\$14,617,482
Actual 2016	\$3,172,040	\$1,102,798	\$2,021,849	\$6,296,687
% of Budget	40.85%	62.55%	39.72%	43.08%
Actual Through April 2015	\$2,952,122	\$630,292	\$1,734,336	\$5,316,750
Change From Prior Year	7.45%	74.97%	16.58%	18.43%
CRC Expansion Budget 2016	\$1,710,843	\$331,739		\$2,042,582
CRC Expansion Actual 2016	\$744,058	\$290,523		\$1,034,581
CRC Expansion % of Budget	43.49%	87.58%		50.65%

Ideally at the end of the fourth month of the year you want to see 33% collection rate on your annual budget number. We have exceeded that benchmark in all three tax categories. We are considerably ahead of the pace of collections as compared to April 2015 in all three categories.

Building Permit Chart

April 2016

	SFR	Commercial	Industrial	Total
Through April 2016	204	1	2	207
Through April 2015	101	2	0	103
% change from prior year				100.97%
2016 Budget Permit Total				262
% of 2016 Budget				79.01%

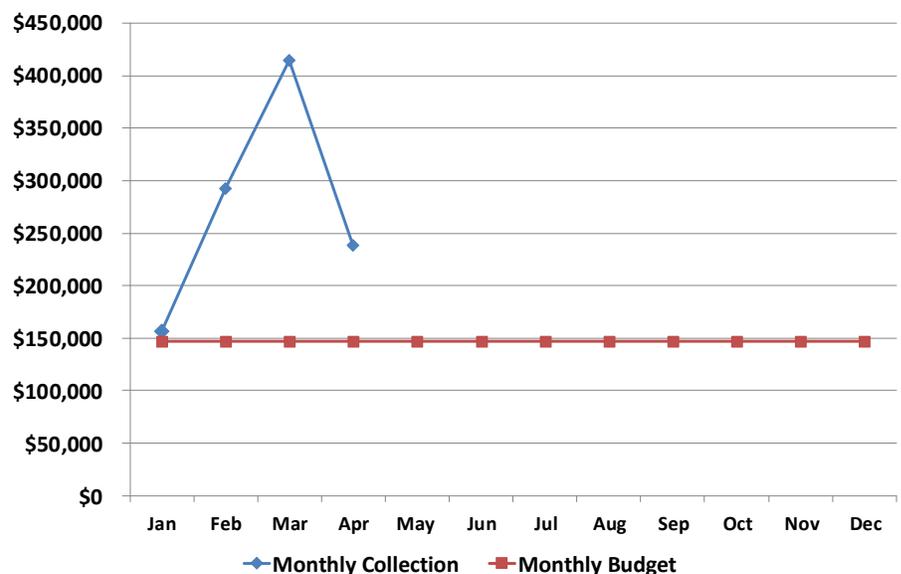
Building Permits and Construction Use Tax

We are showing a 100.97% increase in number of permits as compared to April 2015. We issued 204 SFR permits through April 2016 as compared to 101 through April 2015.

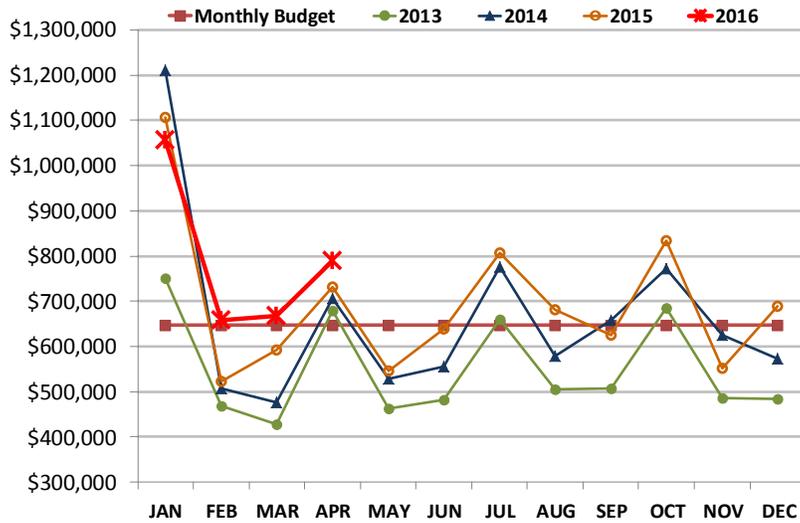
April 2016 construction use tax is above our required monthly collection.

The .75% construction use tax for the CRC expansion is at 87.58% of the annual budget.

Construction Use Tax Collections - 3.2%



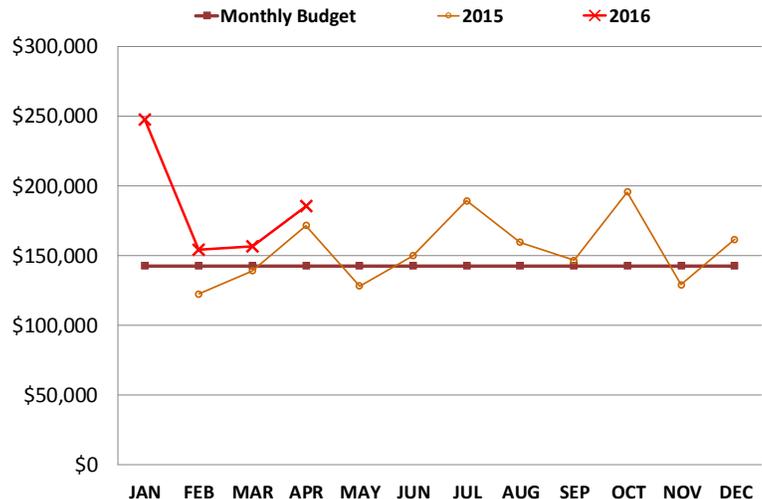
Sales Tax Collections in Dollars - 3.2%



Gross sales tax collections for the month of April 2016 were \$59,072 or 8.08% higher than April 2015.

CRC Expansion sales tax collection for April 2016 was \$185,387. The required monthly collection to meet the budgeted projections is \$142,570.

Community Recreation Center Expansion Sales Tax



April Highlights

April is a “quarterly collection” month, meaning that the collections are for sales made in March as well as quarterly filers for the first quarter. April is historically one of our strongest collection months, and this April did not disappoint. We did not receive any audit or payments out of the ordinary course of business. Roughly half of the \$59,072 increase can be attributed to payments that were due in March not being received until early April, but that still leaves us with the best April collections on record.

Looking Forward

3.2% Collections

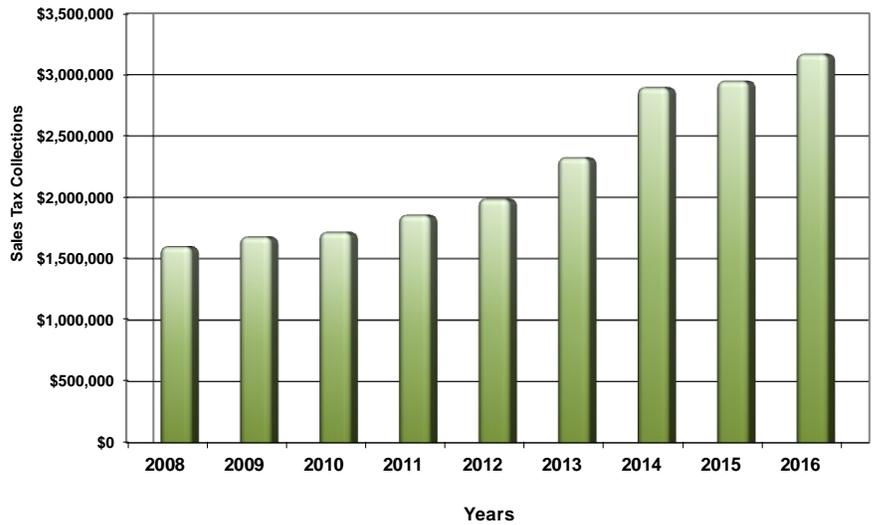
The Town budgeted \$7.7M in sales tax for 2016, making our average monthly collection requirement \$647,047. April collections were above this mark at \$790,335. At our current pace of collections, we would end the year at \$9.5M in sales tax collections.

.75% Collections

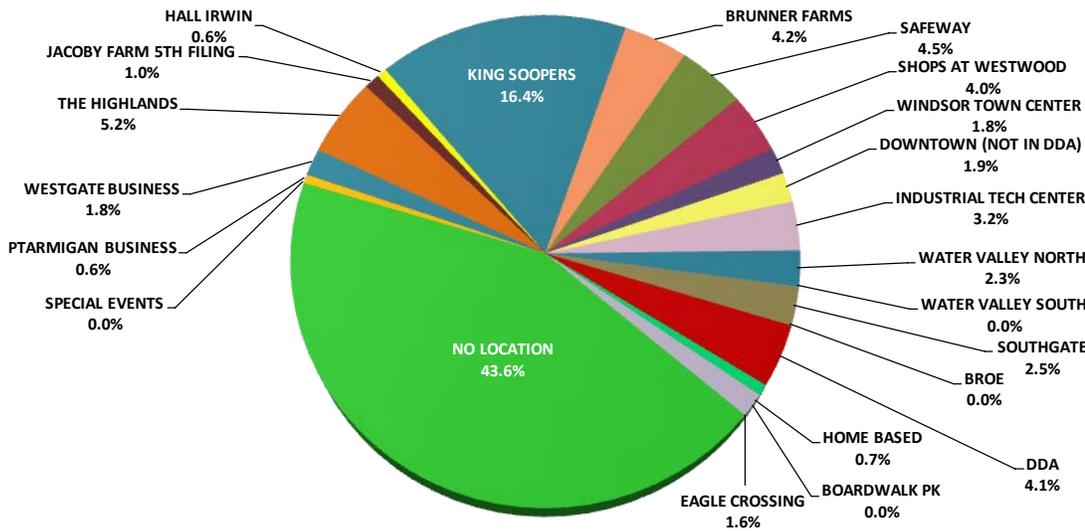
This begins the second year of collecting this portion of the tax. Our monthly budget requirement is \$142,570. We collected \$185,387 in April. Since the inception of this tax, we have not had a month where we did not reach our monthly collection requirement.

April year to date collections are up over 2015 collections by 7.45% or \$219,918.

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



Sales Tax Revenue by GEO Code April 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.

- With the exception of Utilities/Telecom, all of our sectors are ahead of last year to date collections at the end of April.
- Southgate Business Park, King Soopers Center and Shops at Westwood had the largest percentage gain over 2015.
- Between the DDA (4.1%) and the Downtown (1.9%) total of 6% surpassed the Safeway complex of 4.5%.

All Funds Expense Chart

April 2016

Benchmark = 33%

Operations expenditures are at 29% of the annual budget, under the budget target.

Sewer Fund operations reflect a loan payment which occurs in February, causing the sewer fund to be ahead of the benchmark 33%.

General Government	Current Month	YTD Actual	2016 Budget	% of Budget
General Fund	\$1,169,148	\$4,962,706	\$15,012,482	33%
Special Revenue (PIF, CTF, CRC, CRCX)	\$74,964	\$350,602	\$3,723,744	9%
Internal Service	\$242,782	\$964,716	\$2,970,181	32%
Other Entities (WBA, Ec Dev Inc)	\$12,090	\$48,365	\$145,080	33%
Sub Total Gen Govt Operations	\$1,498,984	\$6,326,389	\$21,851,487	29%
Enterprise Funds				
Water-Operations	\$229,502	\$836,509	\$3,739,144	22%
Sewer-Operations	\$364,415	\$764,016	\$1,707,267	45%
Drainage-Operations	\$66,110	\$162,329	\$541,574	30%
Sub Total Enterprise Operations	\$660,027	\$1,762,854	\$5,987,985	29%
Operations Total	\$2,159,011	\$8,089,243	\$27,839,472	29%

plus transfers to CIF and Non-Potable for loan

Through April, operating and capital expenditures combined to equal 28% of the 2016 Budget.

General Govt Capital	Current Month	YTD Actual	2016 Budget	% of Budget
Capital Improvement Fund	\$1,130,262	\$2,143,748	\$11,678,171	18%
CRC Expansion Fund	\$120,371	\$3,751,443	\$8,049,363	47%
Enterprise Fund Capital				
Water	\$51,888	\$432,256	\$5,269,134	8%
Sewer	\$132,316	\$236,042	\$1,717,982	14%
Drainage	\$550,873	\$1,648,131	\$3,048,595	54%
Sub Total Enterprise Capital	\$735,077	\$2,316,429	\$10,035,711	23%
Capital Total	\$1,985,710	\$8,211,620	\$29,763,245	28%
Total Budget	\$4,144,721	\$16,300,863	\$57,602,717	28%

All Funds Expenditures

The Town is where it should be at this time of year regarding expenditures. Operating expenditures will pick up in the next few months as we gear up for the busy spring and summer season. Construction on the CRC Expansion continues and will increase the pace of capital spending as the weather gets warmer and we get into our annual street maintenance program.

General Fund Expense Chart

		2016			
Department	Current Month	YTD Actual	Budget	% of Budget	
410	Town Clerk/Customer Service	\$53,211	\$258,394	\$690,854	37.4%
411	Mayor & Board	\$130,330	\$390,465	\$1,103,343	35.4%
412	Municipal Court	\$3	\$4,986	\$19,630	25.4%
413	Town Manager	\$32,710	\$156,428	\$440,163	35.5%
415	Finance	\$51,078	\$242,212	\$659,277	36.7%
416	Human Resources	\$34,822	\$135,014	\$442,405	30.5%
418	Legal Services	\$29,483	\$124,626	\$380,497	32.8%
419	Planning & Zoning	\$43,854	\$200,536	\$701,114	28.6%
420	Economic Development	\$30,665	\$169,226	\$431,868	39.2%
421	Police	\$239,729	\$1,185,718	\$3,273,456	36.2%
428	Recycling	\$2,849	\$10,716	\$50,945	21.0%
429	Streets	\$95,398	\$325,347	\$1,217,066	26.7%
430	Public Works	\$26,866	\$124,995	\$365,326	34.2%
431	Engineering	\$62,975	\$297,016	\$887,113	33.5%
432	Cemetery	\$7,522	\$37,221	\$129,108	28.8%
433	Community Events	\$2,571	\$4,506	\$136,215	3.3%
450	Forestry	\$27,201	\$108,609	\$338,963	32.0%
451	Recreation Programs	\$140,981	\$534,636	\$1,712,976	31.2%
452	Pool/Aquatics	\$1,376	\$22,088	\$186,332	11.9%
454	Parks	\$115,763	\$450,032	\$1,297,222	34.7%
455	Safety/Loss Control	\$1,766	\$2,151	\$17,460	12.3%
456	Art & Heritage	\$19,057	\$94,062	\$279,437	33.7%
457	Town Hall	\$18,938	\$83,722	\$251,712	33.3%
	Total General Fund Operations	\$1,169,148	\$4,962,706	\$15,012,482	33.1%

General Fund Expenditures

General Fund operating expenditures are right on the 33% budget benchmark through April at 33.1%.

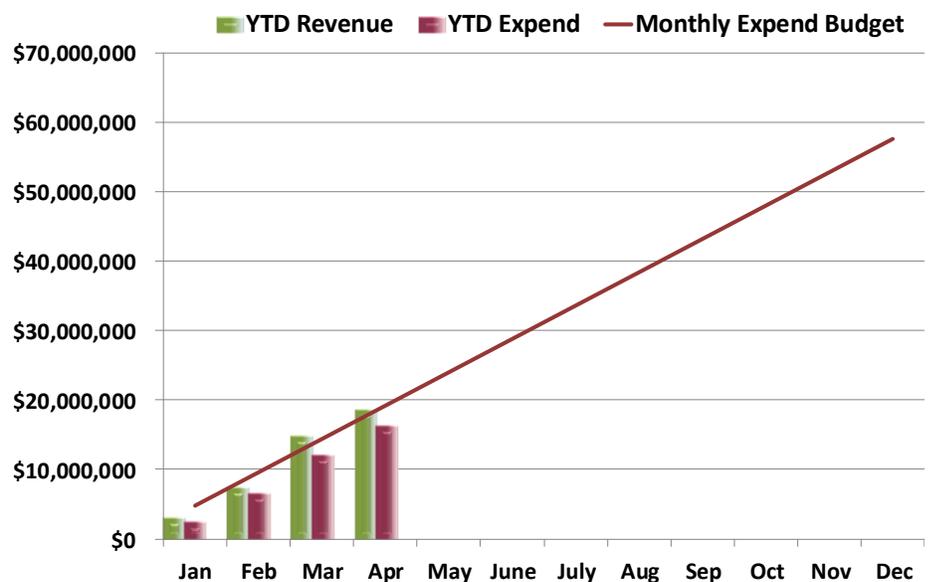
Revenue and Expenditure

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 April we collected \$3,872,791 in total revenue.

Look for the expenditure bar to get ahead of the budget pace as we near the end of the CRC expansion later this summer.

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	\$70,377	T Mng	2014-2017	Aug-15		8%	2017	
2	IT - Studio Equipment Upgrade	125,000	\$0	Fin	2016	Apr 1	Apr 1	20%	Aug/Sep	
3	GIS Asset Management Software	150,000	\$0	Fin	2016	Apr 15		13%	EOY	
4	Water Master Plan Rate Study	35,000	\$0	Fin	2016	Apr 1		0%		
5	Eastman Pk/7th St Roundabout	1,085,320	\$14,235	Eng OH	2015-2016	2015	2015	0%	Sep 1	
6	County Line Road Mitigation design	50,000	\$0	Eng OH	2016-2017	mid Feb		10%	Aug 1	
7	Walnut St / Hwy 257 Turn Lane	55,000	\$0	Eng DB	2015-2016	2015	2015	45%	mid Aug	
8	9th Street Traffic Signal	180,000	\$0	Eng DW	2016	Jun 1		20%	Aug 1	
9	Crossroads-CR13 traffic signal	340,000	\$760	Eng OH	2016	mid Aug		10%	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	\$67,533	DW/KB	2016	Jun 1		20%	Sep 1	
12	GW Railroad Quiet Zone w/grant	2,200,000	\$1,108,765	Eng DB	2014-2016	2015	2015	70%	Sep 1	
13	Street Maintenance (overlay, crack seal, chip seal)	2,100,000	\$530,377	Eng CT	2016	Jan-15		45%	Oct 1	
14	Poudre River Maintenance	75,000	\$0	Eng DW	2016	May 1		0%	Sep 1	
15	Water Line Replacement 16th S of Riverbend	798,000	\$36,210	Eng CT	2015-2016	Jul 1		35%	Nov 1	
16	Kyger Reservoir Pump Station	2,315,281	\$76,803	Eng OH	2014-2017	mid Aug		40%	Feb 2017	
17	Update Storm Water Study	100,000	\$0	Eng DW	2015	Feb		5%	Dec	
18	Law Basin Master Plan Channel - construction w/ PDM Grant - 2012-2015	1,998,095	\$1,211,032	Eng DR	2012-2016	2015	2015	75%	end Jun	
19	Law Basin West Tributary Channel - 2013-2015	1,050,500	\$437,099	Eng OH	2013-2016	2015	2015	65%	Jul 1	
20	Trail Cross 257/Grasslands; CR19/#2 Ditch; CR13	108,107	\$0	Eng CT	2016	Apr 1	Apr 1	40%	Jul 1	
21	Main Park Shelter Replacement (2)	53,190	\$9,038	Eng OH	2015-2016	Nov 2015	1-Nov	40%	Jun 1	
22	Chimney Park south parking lot slurry/stripe	15,000	\$0	Eng CT	2016	Aug 1		10%	Oct 1	
23	Chimney Park North Shelter Replacement	27,310	\$4,287	Eng OH	2015-2016	Nov 2015	1-Nov	40%	mid Jun	
24	Cemetery streetscape sidewalk constructions	247,500	\$0	Eng CT	2015-2016	Jun 1		50%	Oct 1	
25	Boardwalk Trash Enclosure	40,150	\$0	Pks/WW	2016	Mar 1		0%		
26	Poudre Trail From Westwood Village /w grant	250,000	\$1,337	Pks/WW	2015-2016	Feb 1		0%	Aug 1	
27	Windsor Tr Jacoby easement 13 to New Cache Ditch	10,000	\$0	Pks/WW	2016	Feb 1		0%	Aug 1	
28	Windsor Tr 392 @ Highlands Design & Underpass	185,000	\$438	Pks/WW	2016	Feb 1	Feb 1	10%	mid Nov	
29	15th & Walnut Open Space Development	100,000	\$1,658	Pks/WW	2016	Jun 1	Jan	10%	Nov 1	
30	Poudre River Diversion Design w/grant	-	\$0	Pks/WW	2016	Oct 7		15%	EOY	
31	Main Park Irrigation design	9,000	\$0	Pks/WW	2016-2017	Mar 1		5%	Aug 1	
32	Main Park Pickle Ball Court w/grant	45,100	\$0	Pks/WW	2016	May 1		0%	Jul 1	
33	Boardwalk Performance Venue	500,000	\$5,000	Pks/WW	2016	Mar 1	Mar	20%	May 1	
34	Eaton House Structural Assess w/grant	15,000	\$0	Pks/AD	2015-2016	Jan	Feb	50%	Jun 1	
35	Museums-Phase 3 Landscaping documents	37,645	\$0	Pks/AD	2016	Aug 1		0%	Nov 1	
36	Museums - Depot siding	45,000	\$0	Pks/AD	2016	Aug 1		0%	Dec 1	
37	Eaton House Master Plan w/grant	25,000	\$11,316	Pks/AD	2016	Jan	Jan		Jul 1	
38	Chimney Pk North change to Non-potable	99,000	\$0	Pks/WW	2016	Mid Apr		0%	mid Jun	
39	Automate splitter box E of Chimney Pk design	33,000	\$0	Pks/WW	2016-2017	Aug 1		0%	mid Nov	
40	GRC Expansion	7,215,695	\$3,604,393	Pks/EL	2014-2016	2015	2015	60%	Aug 30	
41	Railroad Impr CR15 Hwy 34	40,000	\$0	P Wks	2016	mid Apr		10%	Sep 1	
42	CR 15 South of Crossroads	130,000	\$0	P Wks	2016	Apr 1		0%	Sep 1	
43	Sewer Line Rehab	83,370	\$0	P Wks	2016	Apr 1		10%	Sep 1	
44	Chemical Treatment Facility	35,000	\$0	P Wks	2016	May 1		10%	Sep 1	
45	Sewer Nutrient Program w/grant	402,000	\$229,751	P Wks	2014-2016	2015	2015	95%	May 2016	
46	Lift Station #4 Replacement	515,000	\$6,291	P Wks	2016	May 1		30%	Oct	
47	Repl. #1,12,14,36,70,81,82,83, leasing #35, 94, 52, 19, incl Toro - Chimney Park, incl tow behind broom	560,000	\$83,621	P Wks	2016	Jan-16		90%	Jul	
48	1 New Eng Vehicle/equipped #109	30,000	\$27,159	P Wks	2016	Jan-16		90%	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



Mayor
City Hall
300 LaPorte Ave.
PO Box 580
Fort Collins, CO 80522
970.416.2154
970.224.6107 - fax
fcgov.com

May 17, 2016

Kelly Arnold, City Manager
Kristie Melendez, Mayor
301 Walnut Street
Town of Windsor
Windsor, CO 80550

RE: City Council Work session response to Windsor I-25/392 Resolution adopted 4/11/16

Dear Mr. Arnold and Mayor Melendez,

On May 10, 2016 the Fort Collins City Council met to discuss the proposed Intergovernmental Amendments and design standards for the I-25/Highway 392 Corridor Activity Center (CAC) received from the Town Manager of Windsor dated April 21, 2016. While City Council appreciated the efforts made by the Town of Windsor especially regarding the enhanced design standards, members were not supportive of the proposed amendments entirely.

There was general agreement to modify design standards to the "enhanced" standards proposed by Windsor and have those standards apply to the CAC on both the Windsor and Fort Collins side of I-25. There was also support for the proposed limited automobile dealership use as described by Windsor as well as setting aside area for future transit on the west side of I-25. There was not agreement to including single-family as a use in the CAC nor did the Council suggest that any revenue formula be adjusted at this time. Further, the Council believed that both entities should approve any alterations or changes to the CAC requirements rather than either entity having sole authority. The work session concluded with a suggestion that the Mayors and Managers from both communities meet to discuss next steps.

Is this something that Windsor would be agreeable to do? If so, please let us know and we will begin to arrange a meeting time that works for both communities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Wade Troxell".

Wade Troxell
Mayor
City of Fort Collins

A handwritten signature in blue ink, appearing to read "Darin Atteberry".

Darin Atteberry
City Manager
City of Fort Collins

/sek

			MARCH 2016			
	<u>Previous Month</u>	<u>Previous Month's Year to Date</u>	<u>Current Month</u>	<u>Year To Date</u>	<u>Y.T.D. 2015</u>	
Misdemeanor Complaints						
911 Hang up Calls	40	56	6	62	38	
Animal	27	49	21	70	75	
Arson	0	0	0	0	0	
Assault	3	7	4	11	12	
Assist Other Department	10	14	12	26	30	
Attempted Suicide	1	2	0	2	2	
Checks	0	0	0	0	1	
Child Abuse	0	2	3	5	6	
Citizen Service	73	177	65	242	205	
Civil Complaints	7	20	13	33	25	
Contributing Delinq./ Minor	0	0	0	0	0	
Crime Against At-Risk Adult	0	0	1	1	0	
Criminal Mischief	9	18	11	29	31	
Criminal Trespass Premises	1	2	3	5	11	
Death	1	3	0	3	3	
Drugs	1	2	0	2	7	
DUI's	8	13	4	17	24	
False Burglar Alarm	16	42	21	63	75	
False Imprisonment	0	0	0	0	1	
False Reporting	0	0	2	2	1	
Found Property	10	18	8	26	31	
Harassment	10	25	9	34	28	
Indecent Exposure	0	0	0	0	3	
A. Curfew	0	0	0	0	0	
B. Runaway	4	4	1	5	8	
C. Other	4	7	7	14	13	
Juvenile Problems (total)	8	11	8	19	21	
Liquor Violations	0	0	0	0	0	
Lost Property	4	6	1	7	14	
Menacing	0	1	0	1	2	
MIC / MIP	0	0	0	0	5	
Missing Persons	3	4	0	4	1	
Obstructing Police	0	1	1	2	0	
Obstructing Telephone Service	0	1	1	2	0	
Open door	2	4	4	8	24	
Ordinance Violations	39	92	25	117	87	
Reckless Endangerment	0	0	0	0	0	
Repossession	0	0	0	0	0	
Sexual Assault	2	5	4	9	2	
Sex Offender Violation	0	0	1	1	1	
Soliciting	0	1	0	1	3	
Suspicious Activity	53	100	58	158	126	

			MARCH 2016			
	<u>Previous Month</u>	<u>Previous Month's Year to Date</u>	<u>Current Month</u>	<u>Year To Date</u>	<u>Y.T.D. 2015</u>	
Misdemeanor Complaints Cont'd						
Theft	13	23	14	37	50	
Theft By Receiving	0	0	0	0	0	
Towed - Abandoned	0	1	1	2	2	
Towed - Traffic	13	19	8	27	27	
Towed (Total)	13	20	9	29	32	
Traffic Accidents (total)	42	75	26	101	89	
A. Non-injury/Property damage	36	66	24	90	76	
B. Injury	4	7	1	8	6	
C. Fatal	0	0	0	0	0	
D. DUI Accidents	2	2	1	3	7	
Underage Possession Marijuana	1	2	1	3	7	
Vehicle Laws	167	382	160	542	552	
Violation of Restraining Order	1	4	4	8	12	
Warrants - WPD	2	2	0	2	1	
Warrants - Other Department	5	15	9	24	28	
Warrants (Total)	7	17	9	26	29	
Weapon Violation	0	0	1	1	1	
Felony Complaints						
Armed Robbery	0	0	0	0	2	
Arrests	2	11	8	19	27	
Arson	0	0	0	0	0	
Assault	1	2	1	3	7	
Attempted Burglary	0	0	0	0	0	
Auto Theft	0	2	1	3	1	
Burglary	2	3	2	5	5	
Checks	0	0	0	0	0	
Child abuse	0	0	3	3	0	
Child Neglect	0	0	0	0	0	
Contrib./Delinq. of Minor	0	0	0	0	0	
Criminal Impersonation	0	2	0	2	0	
Criminal Mischief	1	2	2	4	2	
Criminal Trespass - Dwelling	0	0	0	0	1	
Criminal Trespass - Vehicle	1	6	1	7	26	
Drugs	0	0	1	1	3	
Forgery	0	3	0	3	1	
Fraud	2	9	5	14	48	
Homicide	0	0	0	0	0	
Identity Theft	0	2	3	5	20	
Intimidating Witness/Victim	0	0	0	0	0	
Menacing	0	1	0	1	3	
Recovery of Stolen Vehicle (ALL)	0	1	1	2	0	
Robbery	0	0	0	0	0	
Sexual Assault	0	0	0	0	1	
Tampering with Evidence	0	0	0	0	1	
Theft by Receiving	0	0	0	0	0	

			MARCH 2016			
	<u>Previous Month</u>	<u>Previous Month's Year to Date</u>	<u>Current Month</u>	<u>Year To Date</u>	<u>Y.T.D. 2015</u>	
Theft	1	7	2	9	24	
Warrant (Other Department)	1	3	2	5	6	
Weapon Violation	0	0	1	1	0	
Adult Arrest	26	47	26	73	83	
Juvenile Detentions	2	4	4	8	12	
Total Calls for Service	544	1150	519	1669	1592	
A. Criminal	295	645	298	943	930	
B. Non-Criminal	249	505	221	726	662	
Cases Filed (County Penal)	18	29	19	48	52	
County Traffic Citations	46	108	40	148	145	
Municipal Citation	134	308	125	433	444	
A. Traffic	110	258	104	362	395	
B. Ordinances	24	50	21	71	49	
Warnings	328	742	297	1039	804	
Juvenile Filings	2	5	2	7	1	
Parking Tickets	48	89	52	141	134	
Juvenile Notification Forms	13	30	12	42	46	
M-1 Holds	6	7	2	9	22	
Misdemeanor Complaints Cleared by Arrest	26	46	22	68	68	
Monetary Loss Misdemeanor Complaints	\$5,858	\$7,923	\$5,457	\$13,380	\$15,536	
Monetary Recovery Misdemeanor Complaints	\$1,032	\$1,032	\$125	\$1,157	\$521	
Felony Complaints Cleared by Arrest	2	6	8	14	27	
Monetary Loss Felony Complaints	\$2,000	\$128,125	\$50,200	\$178,325	\$54,457	
Monetary Recovery Felony Complaints	\$0	\$49,942	\$42,000	\$91,942	\$10,640	