



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.

MINUTES

A. CALL TO ORDER

Mayor Melendez called the meeting to order at 7:02 p.m.

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| 1. Roll Call | Mayor
Mayor Pro Tem | Kristie Melendez
Myles Baker
Christian Morgan
Ken Bennett
Paul Rennemeyer
Brenden Boudreau
Ivan Adams |
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Also Present:	Town Manager Town Attorney Communications/Assistant to Town Manager Chief of Police Director of Planning Director of Parks, Recreation and Culture Manager of Communications Chief Planner Senior Planner Director of Economic Development Director of Finance Recreation Manager Customer Service Manager	Kelly Arnold Ian McCargar Kelly Unger John Michaels Scott Ballstadt Eric Lucas Katie VanMeter Carlin Barkeen Josh Olhava Stacy Johnson Dean Moyer Tara Fotsch Megan Walter
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- Pledge of Allegiance
Town Board Member Rennemeyer led the pledge of allegiance.
- 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 Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.
- Board Liaison Reports
 - Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate

Mayor Pro Tem had no update.

- Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
Town Board Member Morgan had no update.
- Town Board Member Bennett – Planning Commission; Windsor Housing Authority
Town Board Member Bennett had no report.
- 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 of Commerce is planning their Broker Event on June 7, 2016.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Trail-A-Thon was postponed due to flooding of the Poudre River.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO
Mayor Melendez reported the DDA did approve their Strategic Plan. The cleanup day was a success and the stripping in the back lot has been completed. The DDA has developed a tri-fold brochure that will be distributed to businesses in the downtown area. Also, the DDA has agreed to support the Downtown Futures Summit.

5. Invited to be Heard

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

B. CONSENT CALENDAR

1. Minutes of the May 9, 2016 Town Board Meeting – K. Eucker
2. Advisory Board Appointment – P. Garcia

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

Per Ms. Fotsch the 95th Windsor Harvest Festival will take place over Labor Day weekend. In recent years the Town has not been as involved in the Harvest Festival. This year staff from the Parks, Recreation and Culture Department are re-engaging with the Harvest Festival Committee.

Ms. Melendez inquired if an increase in Town staff will increase the dollar amount that was presented in the packet material.

Ms. Fotsch stated in years past staff have been involved in smaller ways. There has always been a staff liaison that has been involved; instead of filling that position this year the Parks, Recreation and Culture formed a special event committee that will be involved in numerous events in Town

Applicant Representative Casey Johnson stated the 2015 Harvest Festival was well attended. The Harvest Festival Committee requested \$12,000 in 2015 to bring a known band to the Saturday night event which the committee would like to do again for 2016. The total amount requested from Outside Agency Funding is \$21,360.

Mr. Bennett inquired if \$21,360 includes the \$12,000 request for the band.
Mr. Johnson stated that is correct.

Mr. Baker inquired if political candidates will be allowed into the parade.
Mr. Johnson stated they are allowed but it is limited to 15 members of each political party per float and two floats per political party.

Mr. Morgan inquired as to the benefit to having a bigger band.
Mr. Johnson stated in 2015 there was positive feedback on the band.

Mr. Morgan inquired if Mr. Johnson was in the park the day after the event to see the condition of the park.
Mr. Johnson stated he was not at the park but did hear there were some items that did not get taken care of properly.

Mr. Morgan inquired how the park will be addressed this year.
Mr. Johnson stated in 2015 there were some issues with the stage that was being used. When the stage was being brought out it had hit some items in the park. This year that stage will not be utilized because there is a new stage being built on site.

Mr. Morgan inquired as to the garbage that was left in the park that town staff cleaned up.
Mr. Johnson stated additional park staff will be on hand to help with trash receptacles.

Mr. Bennett inquired if the Town is included within the sponsorships on the itemized budget.
Mr. Johnson stated the sponsorships were not included.

Mr. Bennett inquired if the Harvest Festival will get to a point of being self-sustained.
Mr. Johnson stated it is realistic but the Harvest Festival would like to keep the partnership with the Town since it is a Town event.

Mr. Bennett inquired if there are any other anticipated requests for funds later in the year from the outside agency fund.
Mr. Arnold stated since it is early in the year there may be more requests to come but at this time there are no other requests.

Mr. Adams inquired about the policy on the floats for the parade and about school bands being in the parade.
Mr. Johnson stated the rules and regulations emphasize the theme and home town spirit; floats are placed in the parade based on the description of the floats. In the past there has been issues with the band's insurance so trying to get bands in the parade can be difficult but there have been inquiries from bands in the region to enter the parade.

Ms. Melendez inquired if each band has to provide insurance.

Mr. Johnson stated that is correct; the schools require there be insurance in place.

Mr. Rennemeyer inquired if the musical entertainment for Saturday night is secured for 2016 and is the request for funding based off last year's costs.

Mr. Johnson stated the number includes the costs of the entertainment as well as costs that would go along with production of the Saturday night musical entertainment. An outside agency was used to assist with securing a band in a certain price range.

Mr. Boudreau inquired if the request for this year is double from what it was in 2015 for the overall sponsorship.

Ms. Fotsch stated it is similar to 2015; the amount requested last year was approximately \$21,295.

Mr. Boudreau inquired if the overall expenses in 2015 were \$58,000 the sponsorship from the Town was approximately 1/3 of the Harvest Fest budget.

Mr. Johnson stated that is correct.

Mr. Boudreau inquired if in 2017 the Town is not able to sponsor the event what would be the backup funding.

Mr. Johnson stated if funding was not available in the future the event would see drastic cuts.

Mr. Boudreau inquired as to why individuals may not be volunteering to the level they have previously.

Mr. Johnson stated in general individuals don't seem to volunteer their time anymore.

Mr. Baker inquired if there will be extra police for the event.

Mr. Michaels stated the Colorado Rangers will help in the park with the dance Saturday night along with duty officers and an extra DUI officer. The parade will have 14-16 officers on hand.

Mr. Baker inquired if there is a way to quantify sales tax revenue over the weekend outside of the event.

Mr. Moyer stated the revenue generated during the Harvest Festival won't be just in the downtown area so it would be difficult to quantify.

Mr. Bennett inquired as to how many hours the committee puts in for the Harvest Festival event.

Mr. Johnson stated it is approximately 700 hours for the year.

Ms. Melendez inquired if income from the event will be above numbers from 2015.

Mr. Johnson stated one cost from 2015 that will be eliminated for 2016 is the rental of the stage which was a big cost.

Ms. Melendez inquired if there has been discussion of having a sponsor specifically for the musical entertainment for Saturday night.

Mr. Johnson stated there has been discussion regarding that type of sponsor and that is something that will be implemented for next year.

Ms. Melendez inquired as to what would happen if the musical entertainment for Saturday night came in way under budget.

Mr. Johnson stated the \$12,000 requested for Saturday night would include sound and other production type expenses.

Ms. Melendez inquired as to how the feedback from the 2015 has been quantified.

Mr. Johnson stated it is based on survey's that were completed on the website.

Mr. Arnold inquired if the committee has returned to the Town Board following the event to debrief the Board previously.

Mr. Johnson stated it has been done in the past within a month of the event.

Mr. Arnold suggested the motion include a debrief of the event within a month.

Town Board Member Adams motioned to approve the grant request as stated with a debrief and review within 30 days; 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.

2. Update and Request for Direction for Pickleball Court Project at Main Park

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

Per Mr. Lucas pickleball is a paddle sport that was developed approximately 50 years ago and can be played by individuals of all ages. Pickleball has gaining popularity in the last 10 years as the fastest growing adult sports in the United States.

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. 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 the Town's GOCO grant was not approved. Upon learning the grant was not approved, the pickleball group approached the department about proceeding with the project.

Staff, along with several representatives of the pickleball group, met to discuss a path moving 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. It was determined that at this time, the best location for outdoor pickleball courts in Windsor is at Main Park. The existing hockey rinks currently in Main Park would need some maintenance if they were to remain hockey rinks.

A community in California was in a very similar situation; converting hockey rinks into pickleball courts. A group of individuals in that community did fundraising to assist with the costs of the conversion.

Staff met with a court installer and it was determined that six courts would fit in the space at a total cost of \$83,380 which includes the courts, fencing, painting on the court and permanent nets.

There are three different options available for the project; 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, and option three would be proceeding with a design-build of the courts not to exceed \$45,000. Staff's recommendation is for the Board to consider option three.

Ms. Melendez inquired as to what will happen to the portion of the existing hockey rinks that will not be developed.

Mr. Lucas stated the hockey court would disappear and it would be an open concrete pad. If \$45,000 would be allowed for the conversion, the area would be fenced in with some gates around three pickleball courts.

Mr. Baker inquired as to why Diamond Valley wouldn't work to install 10-12 courts.

Mr. Lucas stated the current pickleball court need is much smaller than 10-12 courts. When the gym at the Community Recreation Center was closed for construction, the individuals that play pickleball have disbursed along the front range to play the sport. At this time, the need for a multi-court complex cannot be justified.

Mr. Baker inquired as to parking and traffic at Main Park.

Mr. Lucas stated there would be an increase in traffic and parking but there is room around the park for parking.

Mr. Morgan confirmed that the cost of three courts would be \$45,000 and the cost of six courts would be \$83,000 so a request could be made next year to fund the other three courts so it will cost the Town \$6,000 more plus inflation to complete the project over two years versus one year.

Mr. Lucas stated there is a possibility of that. The intention is to rally the pickleball group to fundraise and help offset the costs.

Mr. Morgan inquired as to what the current discussion is regarding fundraising.

Mr. Lucas stated fundraising efforts are not set at this time.

Mr. Morgan inquired if the Town can reapply for the GOCO grant.

Mr. Lucas stated the Town is eligible to reapply but is concerned that Windsor may not be at the level to receive the support from the GOCO grant. The response on the GOCO grant is that they are looking for projects that branch out to a wider range of individuals.

Mr. Bennett inquired if it would be cheaper to do all the concrete work now.

Mr. Lucas stated there is not much concrete work as the courts are covered with about 4-5 coats of an acrylic paint.

Mr. Bennett inquired as to the maintenance costs of the courts.

Mr. Lucas stated maintenance costs are expected to be minimal but will include trash pick-up. The life of the court surface is approximately 6-8 years before the courts would need to be repainted.

Mr. Bennett stated if the courts are available would the recreation department look into developing fee based programs.

Mr. Lucas stated there would be fee based programs.

Mr. Rennemeyer inquired about the direction the courts should be facing.

Mr. Lucas stated it is for solar orientation so individuals are not looking into the sun.

Mr. Rennemeyer inquired about the minimal use of the hockey rinks.

Mr. Lucas stated staff has not seen heavy usage of the courts in five or six years.

Ms. Melendez inquired if the indoor courts will still be available at the Community Recreation Center (CRC) if the outdoor courts are developed.

Mr. Lucas stated there will still be time programed for pickleball at the CRC but no additional time will be slotted for pickleball.

Marsha Raymond, 6253 Crooked Stick Drive, Windsor stated she has been a resident of Windsor since 1970 and her experience with pickleball has been wonderful and is actually living part-time in Arizona to be able to enjoy the sport year round. Ms. Raymond asked the Board to consider the request to develop outdoor courts.

Karla Feye, 615 Oak Street, Windsor, CO stated she is fairly new to the sport but has played the sport across many states. Ms. Feye stated there are children that are getting involved in the sport as well and asked the Board to consider developing the courts.

Gilbert Peralta, 516 Locust Street, Windsor, CO stated he has not heard much of pickelball but individuals want to play the sport and they also need a place to play.

Kyle Smith, 622 Sundance Drive, Windsor, CO stated he has lived in Windsor for a year and was then introduced to the sport. Pickleball is a crossover sport that includes many ages. The sport is here to stay.

Mr. Boudreau inquired if the Board agrees to do half completion at \$45,000, what would be the completion date.

Mr. Lucas stated it would take approximately three months to complete.

Mr. Boudreau inquired as to what the cost would be to get the hockey rinks back up to par.

Mr. Lucas stated it would not be a huge expense but there is no cost estimate at this time.

Mr. Boudreau inquired if the \$45,000 has been allocated for the project.

Mr. Lucas stated it has been allocated on the expense side.

Mr. Adams inquired if the finances could be found to complete the entire project.

Mr. Moyer stated the Town is in a good financial place; if the Board chose to fund the entire project, the cost could be absorbed in the capital improvement plan.

Ms. Melendez commented that the budget is set for a reason and believes the pickleball courts are a good cause. There needs to be extraordinary circumstances before the budget should be expanded. Also the current hockey rinks is a good example of why the Town should hold out from developing both courts as the hockey courts were a phase at one time.

Mr. Boudreau inquired if the CRC is opening around the time the pickleball courts are completed, is there reason to wait until the 2017 budget to fund the whole project and giving the group time to fundraise for additional amenities.

Mr. Lucas stated the group is anxious for the courts but knowing that they would not be open until September.

Mr. Baker commented that with the courts being in high demand they could be used as weather permits.

Brian Moeck, 1537 Yonkee Drive, Windsor, CO stated the group is anxious for the courts to be developed. Even when the CRC is opened again, there will be limited hours to be able to play the sport. By building the outdoor courts, it will open up play by many other age groups.

Mayor Pro Tem Baker motioned to approve staff recommendation of a build not to exceed \$45,000; 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.

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

Per Mr. Lucas the Town had a Parks, Recreation and Culture Master Plan completed in 2004 and updated in 2007 which was then designed to go into 2012; typically Master Plans have a lifespan of 5-10 years. The Town hired GreenPlay, LLC in May of 2015 to begin developing a new plan. All the information in the Plan was compiled from a variety of individuals and resources; town staff interviews, Town Board Discussions, Parks, Recreation and Culture Board discussions, studying the demographics of the town, industry trends nationwide and looking at the variety of planning projects. What is does say in the plan is Windsor is in good shape as it sits today with

90% of households being within a 10 minute walk to a recreational opportunity. Currently the Town is meeting the demand for the 2007 level of service which is based on acreage at 7.5 acres of land for every 1,000 in population; Windsor is at eight acres for every 1,000 in population. The concern going forward is that as Windsor continues to grow and as the system builds out will it be sustainable both financially and environmentally.

Key areas and recommendations were broken down into five categories in the Parks, Recreation and Culture Master Plan; Outdoor Facilities or Amenities, Indoor Facilities and Amenities, Operations, Programs and Marketing.

1. Outdoor Facilities
 - Continue to provide equitable access to parks
 - Develop partnerships to provide outdoor infrastructure
 - Continue to develop and upgrade park amenities
 - Develop a conservation plan for current park system
 - Develop a system of prioritization growth and/or funding allocation
2. Indoor Facilities
 - Ensure indoor facilities and facilities are being utilized at their full potential
 - Ensure that facilities meet the need of the community
3. Operations
 - Communicate operational goals and policies to the Windsor community
 - Develop internal and operational efficiencies and collaboration opportunities
 - Assure proper staffing levels meet the growing demands of the Parks, Recreation and Culture Department
 - Develop a system for prioritizing program development
 - Develop additional funding mechanisms for the Parks, Recreation and Culture Department
4. Programs
 - Assure programming services are in line with a growing population base and target markets
 - Develop internal and external partnerships to continue to provide high-level programs and services to the Town of Windsor
 - Ensure that concert series, festival and events are provided by the most effective means
 - Ensure that programming meets the goals of “Our Land – Our Future”
5. Marketing
 - Promote community awareness
 - Develop marketing efforts to reach targeted population segments through the most effective means
 - Increase partnerships to both identify and address community needs

Mayor Pro Tem Baker referred to 90% of households within a 10 minute walk to a recreation facility and inquired as to what that is.

Mr. Lucas stated it is any amenity that is recreation based that Windsor is providing.

Mayor Pro Tem Baker inquired as to what the level of service goal at 7.5 acres is based on.

Mr. Lucas stated it was based off industry standards and what staff chose.

Mayor Pro Tem Baker inquires as to what the short term completion time is.

Mr. Lucas stated the Plan considers short term one to two years.

Mayor Pro Tem Baker inquired if the usage of the amenities is being tracked as far as who and how many individuals are attending.

Mr. Lucas stated that data is being tracked; Eco-Counters were placed on the Boardwalk Park Trail as well as the Poudre Trail at Eastman Park and 21,000 individuals have crossed the Eco-Counters in the first 84 days. Based on the number so far it is expected that 150,000 or more individuals will cross the counters this year. Also at Diamond Valley the number of teams entering tournaments is being tracked and typically for every kid in the tournament, 2.5 individuals will accompany them.

Mr. Bennett inquired as to what regional park amenities are and the public art to diversify some of the parks.

Mr. Lucas stated it has been decided to limit the manufactures that are being utilized so a lot of the parks look similar and there is not a lot of variety in the playgrounds. Over time as playground equipment and amenities need to be replaced different manufactures could be looked at for a wider variety.

Ms. Melendez inquired as to the process of prioritizing program development.

Mr. Lucas stated attempts to prioritize will take place in house with staff with input from the Parks, Recreation and Culture Board and the Town Board.

Town Board Member Bennett motioned to approve Resolution No. 2016-34; 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.

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

Town Board Member Morgan motioned to approve Resolution No. 2016-35; Town Board Member Bennett seconded the motion.

Per Mr. Olhava 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 all of whom have signed the 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 a 50-acre parcel that is 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.

The application is consistent with the 2016 Comprehensive Plan as well as the Vision 2025 document.

Staff recommends approval of Resolution 2016-35 as presented.

Staff requests the following be entered into the record:

1. Memorandum and supporting documents
2. Staff recommendation

Mr. Arnold inquired as to the next steps in the annexation process.

Mr. Olhava stated over a year ago the Town Board approved a resolution that initiated the annexation proceedings and that allowed staff to be reviewing the annexation plat and the process. The application was quiet while the applicant was working on other projects. The applicant then held a neighborhood meeting and the feedback from that will be presented at the public hearing. Resolution 2016-35 establishes the public hearing dates which are set forth within the resolution and per state statute, it requires that public hearing ads be posted for four consecutive weeks leading up to the public hearings. The public hearing for the Planning Commission is scheduled for July 6, 2016 and the public hearing scheduled for the Town Board and first reading on the annexation is scheduled for July 11, 2016; second reading is scheduled for July 25, 2016. Following the public hearings there is a 30 day waiting period until the annexation becomes effective, per state statute.

Mr. Arnold commented that the landowner is annexing the land voluntarily. The Town Board would have liked to annex this area previously due to the change in oil and gas statutes changed. Property taxation now needs to be at the site of the pads.

Mr. Baker inquired if a forced annexation be quicker.

Mr. Arnold stated it could not be forced because there is no enclave.

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

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

Per Ms. Johnson discussions have taken place since 2012 with Mr. Evans regarding his business location, Advanced Roofing and discussions of an expansion have been going on for about a year. NoCo Sheet metal has moved from their Loveland facility into Mr. Evans current facility so there is a need for expansion. The request will be an incentive request to maintain both entities and grow them in Windsor.

The property location that is looking to be expanded is at 455 Highland Meadows Parkway which is in Highlands Industrial Park in the Larimer County portion of Windsor. The new construction of the facility that they are looking at is over 42,000 square feet leaving 20,000 square feet for additional limited industrial opportunities. Limited industrial space is a huge gap in Windsor's market currently and is in high demand.

The total new construction costs are approximately \$4.2 million for the facility; furniture, fixtures and equipment is approximately \$200,000 of the \$4.2 million. The main use for the facility will be for Advanced Roofing and NoCO Sheet Metal expansion.

Discussions began with Mr. Evans in early 2015 regarding a request he made for assistance in development fees for this site. Mr. Evans is also looking at another site in unincorporated southern Weld County. The request has been received for some of the waivers and fees in a reimbursement as the Town does have a policy in place that when Windsor has an enterprise fund typically the process is to reimburse specific funds after the certificate of occupancy has been secured meaning the building is up and going and Windsor will be gaining some type of revenue.

The total amount of fees for the project is approximately \$160,000 with \$61,633.80 waived and reimbursed.

The initial estimated sales tax revenue was approximately \$26,000 but with further examination the sales tax revenue would be approximately \$23,000. The remaining balance in the Economic Development Fund is approximately \$138,000.

Mr. Baker inquired if this project is a good use of the Economic Development funds

Ms. Johnson stated it is a good use of the funds as this is a retention and expansion project.

Mr. Baker stated there is a concern of offering an incentive for speculative space.

Ms. Johnson stated technically the incentive is to retain the business in Windsor but the bonus is there will be more limited industrial space.

Mr. Baker inquired if there is any work has commenced on the project.

Mr. Johnson stated there is a site plan being developed at this point.

Mr. Evans stated some dirt work and staking was completed last week.

Mr. Morgan inquired if ground has been broke in Windsor is there still a possibility of the applicant going to southern Weld County.

Mr. Evans stated that is still a possibility but the builder wanted to get started and the builder will potentially purchase the building if the business does move to southern Weld County. Mr. Evans stated he has been in business for 25 years and moved to Windsor about 12 years ago with Advanced Roofing. The business has outgrown the building that was built 12 years ago. The plan was to build a 40,000 square foot building with the intention of growing into the entire space in the next 12-15 years while leasing approximately half the building in the interim. The builder made the decision to move forward on the building regardless of Mr. Evans decision because there are numerous individuals interested in the space.

Mr. Morgan inquired about an assurance that the proposed cost of the building is not understated at \$4.2 million.

Ms. Johnson stated there was the cost estimate that was submitted and what was used for the valuation of fees. If the valuation of the building comes in lower than the incentive will be lower but if the valuation comes in higher the incentive will not increase.

Ms. Melendez inquired if the clientele is primarily commercial or residential.

Mr. Evans stated the business is approximately 60% commercial and 40% residential with a current project at the CRC expansion. Residential homes are primarily custom work.

Mr. Boudreau requested a work session with Ms. Johnson to discuss incentives and what the major barriers are that prevent businesses from staying in Windsor and what are pulling them out of Windsor.

Mr. Morgan inquired if an approval can be done at this time or will a resolution need to be completed in the future.

Mr. McCargar stated the next step will be a formal incentive agreement baring the signature from Mr. Evans.

Town Board Member Boudreau motioned to approve the incentives 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.

6. Community Development Report

- Staff presentation: Scott Ballstadt, Director of Planning

Mr. Ballstadt provided a review of the Community Development report. Planning Department staff has been working on the RFP for the consulting services for the update of the zoning and

subdivision codes and is also working on researching more efficient solutions to requiring mylar recorded drawings upon approval of land use projects.

In the first four months of the year 204 single family detached home permits have been issued; in total 285 single family detached home permits were issued in 2015 with the previous record high in 2000 and 2005 with 451 permits issued.

Mr. Bennett inquired if while the Panning Department is going through the approval processes is there any way to anticipate the retail value of what the property will be.

Mr. Ballstadt stated there is a valuation on all the building permit applications.

Mr. Rennemeyer inquired as to where Falcon Pointe is.

Mr. Ballstadt stated it is the industrial subdivision a half mile east of Highway 257 and south of Highway 392.

Mr. Adams inquired if the fossil ridge homes are different than the homes in the CAC.

Mr. Ballstadt stated they are; the Ptarmigan project is within the CAC.

7. Financial Report April 2016

- Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer provided an overview of the April 2016 financial report.

- Sales tax collections of the 3.2% sales tax was at a record \$790,335.
- April sales tax was up 8.08% from April 2015
- Construction use tax through April is 62.55%
- Single Family Residential permits total 204 through April.
- 42 business licenses were issues in April of which 29 were sales tax vendors.

Ms. Melendez commented that the Town may be able to pay off the CRC expansion sooner rather than later and inquired as to how many years are required to be allocated before payoff.

Mr. Moyer stated it is 10 years.

Mr. Arnold commented that along with Mr. Lucas and Mr. Moyer, he would like to discuss early payoff and create a policy from the Boards intentions.

Mr. Baker inquired if in the future could the Town Board decide to not pay off the bond early.

Mr. Arnold stated they could decide not to pay it off early. It was a stated intention to pay the bond off early if possible and would like to get that in writing.

8. Authorize Mayor and Town Manager to Meet with Fort Collins for Further Discussions about Joint Intergovernmental Agreement

- Staff presentation: Kelly Arnold, Town Manager

Per Mr. Arnold a letter was received from the City of Fort Collins looking to further discuss the proposed IGA amendments that were sent to the City of Fort Collins. Mr. Arnold is requesting authorization to meet with the City of Fort Collins along with Windsor's Mayor, Attorney and

Planning Director to further discuss the IGA amendments and explain how Windsor landed on the items amended.

Mr. Baker inquired if the Town Board would need to approve a new offer letter.

Mr. Arnold stated that is not known at this time.

Mr. McCargar stated the text of the amendment would need to be modified to fit a new negotiation.

Mr. Baker inquired if Windsor would submit an offer again to Fort Collins.

Mr. Arnold stated through conversations with Fort Collins it will be to see what it will take Fort Collins to agree with the amendments then the Board will discuss if the amendments are agreeable.

Mr. McCargar stated when the IGA was initially developed there was a core group of negotiators who knew the tolerances of their communities. It came to a point where details were able to be discussed and ultimately two smaller negotiating teams worked out the details of the existing agreement.

Town Board Member Bennett motion to authorize a small group to continue conversations with the City of Fort Collins and report back to the Windsor Town Board; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Melendez; Nays- Adams; Motion passed.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar stated slides from the presentation can be sent out if the Board would like them.

2. Communications from Town Staff

Ms. Johnson stated she has just returned from an ICSC conference in Las Vegas. Two events were attended and there were opportunities to promote Windsor.

Mr. Boudreau inquired as to what the two events were that were attended.

Ms. Johnson stated Crosby Real Estate hosted a networking event with major developers and a private event was held at Caesars Palace.

Ms. Johnson stated the Broker Event is scheduled for June 7, 2016.

Ms. Unger stated the Strategic Plan Community Meeting is scheduled for June 6, 2016 from 5:30 - 7:30 at the Community Recreation Center.

Mr. Baker inquired if HOA management companies and metropolitan district have been notified of the event.

Ms. Unger stated they can be contacted and informed of the meeting.

Mr. Rennemeyer stated there has been communications sent out to some HOA communities.

3. Communications from the Town Manager

Mr. Arnold stated a meeting was attended regarding the U.S. Highway 34 Corridor and, CDOT and the North Front Range MPO are moving forward on a traffic study from the west side of Loveland to the east side of Greeley. The purpose is to look at the build out and improvements to Highway 34. All the communities in that swath had the opportunity to look at any other adjacent road improvements or planning efforts that they would like to make. This may pose an opportunity to team up with Greeley and Loveland on future planning efforts.

Mr. Arnold also commented that the school district is interested in what to do with their swimming pool and discussions will continue with staff.

The Fort Collins Loveland Water District which is one of Windsor's primary sources is losing their manager to retirement after over 30 years.

The Mayor will be participating in the Memorial Day festivities and the June 6, 2017 work session will be at the Community Recreation Center.

4. Communications from Town Board Members

Mr. Baker requested an update on the RTA in the near future.

Mr. Boudreau will not be able to attend the work session on June 6, 2016.

Ms. Melendez stated recently she has met with Mayor Norton and discussed some collaborative efforts; meetings with other mayors around the region will be taking place soon. Also a group of 7th graders sent congratulatory notes to Ms. Melendez when elected and expressed some concerns that they had. In return a letter was sent back to every student addressing their concerns and issues.

While attending the U.S. 34 meeting the Weld County Commissioners stated they are ready to schedule a meeting with the Windsor Town Board.

E. ADJOURN

Town Board Member Rennemeyer motioned to adjourn; 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.

The meeting was adjourned at 10:20 p.m.



Deputy Town Clerk, Krystal Eucker