



TOWN BOARD REGULAR MEETING
July 25, 2011 - 7:00 P.M.
Town Board Chambers – 301 Walnut Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

1. Roll Call

Mayor John Vazquez
Mayor Pro-Tem Matthew O'Neill
Mike Carrigan
Kristie Melendez
Don Shanfelt
Don Thompson
Robert Bishop-Cotner

Absent:

Also present:

Town Manager	Kelly Arnold
Town Attorney	Ian McCargar
Director of Finance	Dean Moyer
Director of Planning	Joe Plummer
Associate Planner	Diana Aungst
Director of Engineering	Dennis Wagner
Director of Human Resources	Mary Robins
Business Development Manager	Stacy Johnson
Director of Parks & Recreation	Melissa Chew
Director of Public Works	Terry Walker
Chief of Police	John Michaels
Management Intern	Lindsey Haggerty
Town Clerk	Patti Garcia

2. Pledge of Allegiance

Town Board Member Melendez led the Pledge of Allegiance.

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

Town Board Member Thompson motioned to approve the agenda as presented; Mayor Pro-Tem O'Neill seconded the motion. Roll call on the vote resulted as follows:

Yeas – Carrigan, O'Neill, Melendez, Shanfelt, Thompson, Vazquez
Nays – None. Motion carried.

4. Board Liaison Reports

- Town Board Member Bishop-Cotner – Historic Preservation Commission; Planning Commission Alternate
No report.
- Town Board Member Carrigan – Water & Sewer Board
No report.
- Mayor Pro-Tem O'Neill – Library Board; Planning Commission; North Front Range/MPO Alternate
Mayor Pro-Tem O'Neill reported that landscape standards were discussed at the Planning Commission work session the previous week. The Library Board meets on Tuesday night and the agenda includes second reading of the bylaws, the director search, Sunday hours, appointment of the audit committee and a salary study presentation.

- Town Board Member Melendez – Chamber of Commerce; Cache La Poudre Trail Board, Downtown Development Authority
Town Board Member Melendez reported the Downtown Development Authority had met last week and would be meeting again during the current week. Items being worked on include the formulation of the Intergovernmental Agreement with the Town and working with DOLA on the creation of the strategic plan.
- Town Board Member Thompson – Parks & Recreation Board; Great Western Trail Board; Tree Board
Town Board Member Thompson noted that the Parks & Recreation Board would be meeting on August 2, 1011. Mr. Thompson also reported the focus of the Great Western Trail Board is the upcoming bike rodeo and that the Tree Board meets on Tuesday night.
- Mayor Vazquez – North Front Range/MPO; Student Advisory Leadership Team (SALT)
Mayor Vazquez reported the MPO meets on the first Thursday of the month and SALT would reactivate once school is back in session.

5. Public Invited to be Heard

Maureen Patterson, 580 Lakewood Court, Windsor, inquired of comments made by Town Board members during a previous work session regarding the E-1 zone discussion.

Drenda Thoen, 577 Lakewood Court, Windsor, inquired of comments made by Town Board members regarding use of particular terms and the Town of Windsor Charter.

Doug Patterson, 580 Lakewood Court, Windsor, noted in response to the raising of water rates if there were plans for a water plant. Town Manager Arnold noted that preliminary meetings are being held but it is in the early discussion stages. Mr. Patterson also noted the previous work session regarding the E-1 zone code.

B. CONSENT CALENDAR

1. Minutes of the July 11, 2011 Regular Town Board Meeting – P. Garcia
 2. Special Event Liquor License – Guard Colorado, Rocky Mountain Irish Festival (Boardwalk Park) – P. Garcia
 3. Proclamation Appointing Town Board Member Thompson to the Tree Board – P. Garcia
- Town Board Member Carrigan motioned to approve the Consent Calendar as presented; Mayor Pro-Tem O’Neill seconded the motion. Roll call on the vote resulted as follows:**
Yeas – Carrigan, O’Neill, Melendez, Shanfelt, Thompson, Vazquez
Nays – None. Motion carried.

C. BOARD ACTION

1. Ordinance No. 2011-1414 - An Ordinance Annexing Certain Town-Owned Land Pursuant to the Provisions of § 31-12-10, C.R.S. - Town of Windsor, applicant
 - Second reading
 - Super majority vote required for adoption on second reading
 - Legislative action
 - Staff presentation: Diana Aungst, Associate Planner

Mayor Pro-Tem O’Neill motioned to approve Ordinance No. 2011-1414, An Ordinance Annexing Certain Town-Owned Land Pursuant to the Provisions of § 31-12-10, C.R.S. on Second Reading; Town Board Member Carrigan seconded the motion.

Associate Planner Aungst reported on the Ordinance and noted that it had been approved on first reading on July 11, 2011; no changes have been made to the ordinance or annexation map since the first reading. Ms. Aungst stated that staff recommended approval of the Ordinance.

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

Roll call on the vote resulted as follows:

Yeas – Carrigan, O’Neill, Melendez, Shanfelt, Thompson, Vazquez

Nayes – None. Motion carried.

2. Reimbursement Request for United Mitochondrial Disease Foundation

- Staff presentation: Melissa Chew, Director of Parks & Recreation

Director of Parks & Recreation Chew reported on the reimbursement request and noted it is from a non-profit who has conducted fundraisers in the Town of Windsor in the past. The fundraiser was a trail event and the request is a reimbursement of the trail rental fee of \$150.

Town Board Member Melendez inquired if the fee had been reimbursed for this particular event in the past. Ms. Chew replied that this was the first time the entity had gone through the special event permit application which was required to pay the \$150 fee due to the size of the event.

Director of Finance Moyer responded to questions from the Town Board regarding the Outside Agency Funding memo that was included in the packet. Town Board Member Melendez stated concern regarding the amount of the approvals and payments that had gone out in relation to the ending balance available. The current combined amount of approvals and payments were greater than the amount budgeted for the year.

Mayor Pro-Tem O’Neill motioned to approve the reimbursement of \$150 to the United Mitochondrial Disease Foundation as presented; Town Board Member Thompson seconded the motion. Roll call on the vote resulted as follows:

Yeas – Carrigan, O’Neill, Shanfelt, Thompson, Vazquez

Nayes – Melendez. Motion carried.

3. Larimer County GOCO Grant Support Request

- Staff presentation: Melissa Chew, Director of Parks & Recreation

Director of Parks & Recreation Chew reported on the agenda item noting that Larimer County Open Lands is applying for a Great Outdoors Colorado Conservation Excellence Grant; they are interested in looking at updating their master plan and gathering information from the various municipalities that receive benefits from that. Ms. Chew reported the total amount they will be requesting from the Town of Windsor would be \$425 which is a nominal request to participate in the program.

Mayor Pro-Tem O’Neill motioned to authorize the letter of support for Larimer County’s Great Outdoors Colorado Grant Request; Town Board Member Carrigan seconded the motion. Roll call on the vote resulted as follows:

Yeas – Carrigan, O’Neill, Melendez, Shanfelt, Thompson, Vazquez

Nayes – None. Motion carried.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Town Attorney McCargar reported the Weinmeister briefs had been filed and the court of appeals is reviewing the information. A ruling should come within the next year; possibly as soon as 6-8 months. Mr. McCargar also noted that CIRSA was handling the sewer back up claims from last April.

2. Communications from Town Staff

Finance & IT – Director of Finance Moyer reported the GIS mapping capability has an interactive map that shows information regarding public hearings and projects. The next project is a symbol is a construction cone that shows construction road work around Windsor.

Police – Police Chief Michaels reported that next Tuesday is National Night Out with nine block parties; schedules will be emailed to the Town Board.

Public Works – Director of Public Works Walker reported that mosquito counts are up with one confirmed case of West Nile in the region. Mr. Walker noted that Colorado Mosquito Control has a list of events in Boardwalk Park and they spray prior to events. Additionally, if they receive complaints about mosquitos in an area they will spray.

Parks & Recreation – Director of Parks & Recreation Chew reported that SALT hosted the Battle of the Bands on Saturday and they had approximately 500-600 in attendance. Ms. Chew noted two upcoming events; the Taste of Windsor and the Arberdour Circle Park Dedication.

3. Communications from the Town Manager

No communications.

4. Communications from Town Board Members

Town Board Member Thompson asked about the potential of going over budget in the Outside Agency Fund to which Finance Director Moyer explained that a supplemental budget would be approved at the end of the year by resolution; this would be one of the items addressed.

Pursuant to an email from Town Manager Arnold regarding Larimer County district boundaries and possible changes, Town Board Member Thompson requested census data for District 2.

Mayor Vazquez discussed the districting map and voiced concern regarding the proposed delineation as he believes it does not serve the interest of Windsor. Town Attorney McCargar will review the process and possible outcomes and report to the Town Board.

E. ADJOURN

Town Board Member Thompson motioned to adjourn; Town Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

Yeas – Carrigan, O’Neill, Melendez, Shanfelt, Thompson, Vazquez

Nays – None. Motion carried.



Patti Garcia, Town Clerk