



TOWN BOARD REGULAR MEETING

March 12, 2012 - 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

1. Roll Call

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

Absent:

Also present:

Town Manager	Kelly Arnold
Town Attorney	Ian McCargar
Town Clerk	Patti Garcia
Business & Development Manager	Stacy Johnson
Chief of Police	John Michaels
Director of Finance	Dean Moyer
Director of Engineering	Dennis Wagner
Director of Human Resources	Mary Robins
Director of Planning	Joe Plummer
Chief Planner	Scott Ballstadt
Associate Planner	Elizabeth Fields
Director of Parks & Recreation	Melissa Chew
Manager of Parks & Open Space	Wade Willis
Director of Public Works	Terry Walker

2. Pledge of Allegiance

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

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Shanfelt, 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
Town Board Member Carrigan stated the Water & Sewer Board had not had a meeting recently but noted that Director of Engineering Wagner and Water & Sewer Board Chair Kenton Brunner reported 2012 is The Year of Water as designated by Governor Hickenlooper.
- Mayor Pro-Tem O'Neill – Library Board; Planning Commission; North Front Range/MPO Alternate Library board
Mayor Pro-Tem O'Neill reported that the Library Board did not approve the Severance branch at this time. They had a presentation by Colorado Management on aging services, discussed procedural changes to allow parents to obtain library cards for their children. Additionally, the library was hosting

an art show that started on March 8. The Planning Commission item on the March 1 agenda was postponed to March 21. Mr. O'Neill handed out the current month's review from the MPO to the Town Board and noted there had not been any action items at the meeting.

- Town Board Member Melendez – Chamber of Commerce; Cache La Poudre Trail Board; Downtown Development Authority
Town Board Member Melendez reported the Cache La Poudre Trail Board is looking at the Poudre Corridor Initiative and GOCO grant application. They have completed their ADA audit and are reviewing how to put into place the items required for compliance. Ms. Melendez noted May 12th will be the second annual Poudre River Trail-a-thon. The Chamber of Commerce is looking to hold the Meet the Leaders Night in late spring or early summer. They are working to complete their website and mobile applications which should be completed by the first part of June. The Chamber will also be holding a Candidate and Issue Forum on March 14 at the Community Recreation Center. There was no report for the Downtown Development Authority.
- Town Board Member Thompson – Parks, Recreation & Culture Board; Great Western Trail Board; Tree Board
No report.
- Mayor Vazquez – North Front Range/MPO; Student Advisory Leadership Team (SALT) report on 4th Monday of the month
No report.

5. National Intellectual and Developmental Disabilities Awareness Month Proclamation
Mayor Vazquez read the proclamation.

6. Public Invited to be Heard
Wendell Bradley, 608 Meadow Drive, Windsor, addressed the Town Board regarding his concerns related to hydraulic fracturing in the area.

Maureen Patterson, 580 Lakewood Court, Windsor, brought forward concerns regarding the Library tri-board, the bylaws making citizen input more stringent, and budget concerns regarding the sunset on the bonds.

Linda Connors, 601 Colney Court, Windsor, inquired about the work force housing that she has heard is going to be built in the Greenspire Subdivision and inquired where the Town was in the process. Mayor Vazquez explained the purpose of the housing and the process the Windsor Housing Authority is going through.

B. CONSENT CALENDAR

1. Minutes of the February 27, 2012 Regular Town Board Meeting – P. Garcia
 2. Liquor License Transfer of Ownership – Windsor Concepts, LLC dba Stuft a burger bar – P. Garcia
 3. Resolution No. 2012-18 – A Resolution of the Windsor Town Board Delegating to the Windsor Town Clerk the Authority and Responsibility to Appoint Judges of Election for the Municipal Election on April 3, 2012 Pursuant to the Authority Granted by C.R.S. § 31-10-401 – P. Garcia
 4. Report of Bills – D. Moyer
 5. Approval of letter of support for Larimer County Great Outdoors Colorado Grant Poudre River Initiative – M. Chew
 6. Approval of letter of support for TIGER IV Grant – I-25 North Managed Lanes Extension – K. Arnold
 7. Cancellation of May 28, 2012 Regular Town Board Meeting – P. Garcia
- Board Member Carrigan motioned to approve the Consent Calendar as presented; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**
Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Shanfelt, Vazquez
Nays – None. Motion carried.

C. BOARD ACTION

1. NoCO ENERGY STAR Homes, Inc. Presentation and 2012 Funding Request

- Presentation: Vicki Wagner, NoCO ENERGY STAR Homes Program Director
Vicki Wagner thanked the Town Board for their ongoing support and requested continued support of \$1,000. During her presentation, Ms. Wagner noted current sponsors, the NoCO Energy Star mission statement and qualifications required to participate in the Energy Star program. She also reviewed the Version 3 of the Energy Star Standards and the marketing campaign.

Town Board Member Shanfelt motioned to approve the funding request of \$1,000 from NoCO ENERGY STAR; Town Board Member Carrigan seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Shanfelt, Vazquez
Nays – None. Motion carried.**

2. Harvest Festival Presentation and 2012 Funding Request

- Presentation: Casey Johnson
Casey Johnson, representing Harvest Festival, addressed the Town Board regarding the 2012 request that was included in the Town Board packet and noted the initial request was for years 2012 through 2017. Mr. Johnson stated that he believed it would be easier for the Town Board to budget for the request each year knowing how much they would be asking for. The Town Board discussed the 5-year agreement at length. Town Manager Arnold recommended that decisions made on behalf of future boards not be made. Mr. Arnold also stated that the budget is approved on an annual basis.

The Town Board discussed various options, including if several events could be held concurrently. It was determined that Harvest Festival would be a stand-alone event at this time and should come before the Town Board regarding their financial requests on an annual basis.

Mayor Pro-Tem O’Neill motioned to approve the 2012 Harvest Festival investment totaling \$15,745; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Shanfelt, Vazquez
Nays – None. Motion carried.**

3. Ordinance No. 2012-1425A - Amending the lighting regulations of Chapter 16 of the Windsor Municipal Code

- Second Reading
- Legislative action
- Staff presentation – Scott Ballstadt, Chief Planner

Town Board Member Bishop-Cotner motioned to approve Ordinance No. 2012-1425A, Amending the lighting regulations of Chapter 16 of the Windsor Municipal Code on second reading; Mayor Pro-Tem O’Neill seconded the motion.

Chief Planner Ballstadt reported on the ordinance and noted it provides intent statements that have been absent from the Town Code regarding lighting regulations. The regulations that pertain to commercial and industrial properties largely reflect the Town’s existing Commercial Corridor Plan, thereby allowing taller light poles in commercial and industrial areas that are not within a designated corridor or intergovernmental agreement area.

Mr. Ballstadt noted there had not been any changes in the ordinance since first reading.

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

Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Shanfelt, Vazquez
Nays – None. Motion carried.**

4. Resolution No. 2012-19 – Resolution Authorizing the Amendment of certain portions of Commercial Corridor Standards with respect to exterior lighting requirements within the Town of Windsor

- Legislative action
- Staff presentation: Scott Ballstadt, Chief Planner
Town Board Member Bishop-Cotner motioned to approve Resolution No. 2012-19; Mayor Pro-Tem O'Neill seconded the motion.

Chief Planner Ballstadt reported the resolution will bring the corridor plan into compliance with Ordinance No. 2012-1425A that was just approved by the Town Board.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Shanfelt, Vazquez
Nays – None. Motion carried.

5. Ordinance No. 2012-1426 - Ordinance amending Town of Windsor Ordinance 2003-1143 with respect to deposits required for hydrant water meters

- Second reading
- Legislative action
- Staff presentation: Terry Walker, Director of Public Works
Town Board Member Bishop-Cotner motioned to approve Ordinance No. 2012-1426, an Ordinance amending Town of Windsor Ordinance 2003-1143 with respect to deposits required for hydrant water meters on second reading; Board Member Shanfelt seconded the motion.

Town Manager Arnold reported on the ordinance and explained it is to increase the deposit cost for hydrant meters. The ordinance has not been amended in several years and the cost to replace the meters has gone up from \$1,500 to \$2,000.

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

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Shanfelt, Vazquez
Nays – None. Motion carried.

6. Public Hearing – Application for Designation of a Historic Landmark - Windsor Railroad Depot

- Legislative action
- Staff presentation: Elizabeth Fields, Associate Planner
Mayor Pro-Tem O'Neill motioned to open the Public Hearing; Town Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:
Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Shanfelt, Vazquez
Nays – None. Motion carried.

Associate Planner Fields addressed the Town Board and reported that Chairman Lynn McAbee had submitted a nomination on behalf of the Historic Preservation Commission (HPC) to designate the Windsor Railroad Depot as a historic landmark. The Depot is located in Boardwalk Park. The HPC held a public hearing on the nomination on February 12, 2012 at which there were no public comments received. After the public hearing, the HPC reviewed the nomination and have forwarded a recommendation of approval to the Town Board.

Ms. Fields stated the designation would support the submission of future grant applications.

Town Attorney McCargar requested all packet materials be entered into the public record.

Mayor Pro-Tem O'Neill motioned to close the Public Hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Shanfelt, Vazquez

Nayes – None. Motion carried.

7. Ordinance No. 2012-1427 – Ordinance Designating the Windsor Railroad Depot as a Local Historic Landmark

- First Reading
- Legislative action
- Staff presentation: Elizabeth Fields, Associate Planner

Town Board Member Melendez motioned to approve Ordinance No. 2012-1427, Ordinance Designating the Windsor Railroad Depot as a Local Historic Landmark on first reading; Town Board Member Thompson seconded the motion.

Associate Planner Fields stated the Historic Preservation Commission has forwarded a recommendation of approve to the Town Board; the Parks, Recreation and Culture Advisory Board has also reviewed the designation and recommends approval.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Shanfelt, Vazquez

Nayes – None. Motion carried.

8. Ordinance No. 2012-1428 – An Ordinance Vacating a Portion of the Weld County Road 15 Right-of-Way within Section 31, Township 6 North, Range 67 West of the Prime Meridian within the Town of Windsor, Colorado

- First Reading
- Legislative action
- Staff presentation: Dennis Wagner, Director of Engineering

Mayor Pro-Tem O’Neill motioned to approve Ordinance No. 2012-1428, An Ordinance Vacating a Portion of the Weld County Road 15 Right-of-Way within Section 31, Township 6 North, Range 67 West of the Prime Meridian within the Town of Windsor, Colorado on first reading; Town Board Member Bishop-Cotner seconded the motion.

Director of Engineering Wagner reported on the ordinance and noted if the ordinance would be adopted that it would vacate the west half of the Weld Country Road (WCR) 15 right-of-way. Mr. Wagner referred to the map that was included in the Town Board packet and stated that pursuant to the property being annexed, that portion of the road can be vacated.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Shanfelt, Vazquez

Nayes – None. Motion carried.

Director of Park, Recreation and Culture Chew requested that due to the next three resolutions relating to the same presentation, that all three be brought before the Town Board at the same time. The Town Board concurred.

Ms. Chew reported the Master Plan for the three neighborhood parks, Winter Farm, Prospect, and Poudre Heights, have all gone through the public process. Through the RFP process, DHM Design had been selected as the landscape architects. DHM conducted public meetings that were well attended with feedback incorporated into the concepts for each site. At the March 8, 2012 Parks, Recreation and Culture Advisory Board meeting, a public hearing was held and had been posted as required.

Ms. Chew introduced Bill Newman from DHM Design who reviewed the park planning process for all three parks and the citizen input opportunities both in person and online which led to the conceptual master plan phase. Cost estimates were also included.

Mr. Newman reviewed the planning goals and identified the three project areas of Winter Farm, Prospect, and Poudre Heights Park. It was noted that all three parks are in close proximity of the Town’s trail system. A power point presentation was provided that gave the details of park layout and amenities.

Mr. Newman began by going through the Winter Farm Park master plan. Mayor Vazquez requested that native grasses be used when possible to reduce maintenance and still accomplish what is needed for usable space. Town Board Member Carrigan noted an irrigation system could be used for a back-up plan for the native grasses. Mr. Newman stated that the irrigation systems would be permanent but only used when needed.

Ms. Chew noted the park is scheduled to be built in 2013 and \$1,210,000 has been budgeted for the park construction. Manager of Parks & Open Space Willis stated the annual maintenance of the park is estimated at \$16,800; the first three years will be more intensive maintenance. Mr. Willis noted that mowing is only a portion of the annual maintenance costs.

Town Board Member Melendez asked what could be done differently to bring costs down. Ms. Chew reported the master plan provides what the public input was. When it is time for it to go to bid, add/alternate items could be noted such as playground equipment, etc. Mayor Vazquez recommended the fill work be added to the construction costs.

Mr. Newman then reviewed the Prospect Park master plan and noted the large detention pond and stated that they don't want to replicate Founders Green Park. The master plan included two small play areas and fitness stations, a small shelter with room for a picnic table and bench seating along the trail. It also provides for a soft trail around the pond, diverse landscaping and a buffer along the railroad. The intent is to tie into the Greeley Canal No. 2 trail.

Ms. Chew reported that Prospect Park is a requirement as part of a development agreement.

Mr. Newman went on to review Poudre Heights Park and noted it is 5.22 acres next to Green River Drive. The neighborhood wanted a divided playground area for small and larger children, which was shown on the master plan. There are two picnic shelters, a multi-use court and horse shoe pit. The plan is to incorporate boulders and ornamental grasses; the irrigated turf is approximately 1 ¾ acres. The turf is in the highly visible area and the playground, the rest is native grasses.

Mayor Vazquez inquired how much it would cost to connect to the Poudre Trail. Ms. Chew said she will calculate the cost and advise the Town Board.

The Town Board discussed the master plans that were presented and were pleased with the process.

9. Resolution No. 2012-20 – Resolution Approving the Master Plan design for Winter Farm park site
 - Legislative Action
 - Staff presentation: Melissa M. Chew, Director of Parks, Recreation & Culture and DHM Design

10. Resolution No. 2012-21 – Resolution Approving the Master Plan design for Brunner Farm park site
 - Legislative Action
 - Staff presentation: Melissa M. Chew, Director of Parks, Recreation & Culture and DHM Design

11. Resolution No. 2012-22 – Resolution Approving the Master Plan design for Poudre Heights park site
 - Legislative Action
 - Staff presentation: Melissa M. Chew, Director of Parks, Recreation & Culture and DHM Design

Town Board Member Bishop Cotner motioned to approve Resolution No. 2012-20, Resolution No. 2012-21 and Resolution No. 2012-22; Town Board Member Carrigan seconded the motion.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Shanfelt, Vazquez

Nays – None. Motion carried.

D. COMMUNICATIONS

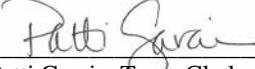
1. Communications from the Town Attorney
No report.
2. Communications from Town Staff
No report.
3. Communications from the Town Manager
Town Manager Arnold reminded the Town Board of the topics on next week's work session agenda.
5. Communications from Town Board Members
Town Board Member Melendez requested the police department be on alert to deter stolen political signs. Chief Michaels stated he would ask the officers to be on alert.
Mayor Pro-Tem O'Neill stated he enjoyed his ride along with Officer Cook and appreciated the change in technology.
Mayor Vazquez noted he had spent Sunday afternoon with the Windsor wrestling team and was part of their end of season celebration.

E. ADJOURN

Town Board Member Shanfelt motioned to adjourn; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Shanfelt, Vazquez

Nayes – None. Motion carried.



Patti Garcia, Town Clerk