



TOWN BOARD REGULAR MEETING

September 10, 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 Kristie Melendez
Myles Baker
Don Thompson
Jeremy Rose
Robert Bishop-Cotner
Ivan Adams

Also present:	Town Manager	Kelly Arnold
	Town Attorney	Ian McCargar
	Town Clerk	Patti Garcia
	Management Assistant	Lindsey Blomberg
	Chief Planner	Scott Ballstadt
	Director of Parks & Recreation	Melissa Chew
	Director of Finance	Dean Moyer
	Director of Engineering	Dennis Wagner
	Director of Human Resources	Mary Robins
	Director of Public Works	Terry Walker

2. Pledge of Allegiance

After a moment of silence in honor of Staff Sgt Christopher Birdwell of Windsor, CO, Mayor Vazquez led the Pledge of Allegiance. Mayor Vazquez noted that the Town wanted to honor the fallen veteran and will be pursuing ideas at a later meeting.

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

**Yeas – Thompson, Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion carried.**

4. Board Liaison Reports

- Town Board Member Baker – Parks, Recreation and Culture Advisory Board (PReCAB); Cache La Poudre Trail Board Alternate
Town Board Member Baker reported that PReCAB met last week and discussed the draft strategic plan along with receiving a presentation on the State of Colorado bicycle and pedestrian plan. Mr. Baker also noted the upcoming Oktoberfest event on September 15 at Boardwalk Park. Mr. Baker also reported that the ad hoc committee had met last Thursday and continued to research financing options; their next meeting is September 27 with a planned presentation to the Town Board in October.
- Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Board
Town Board Member Thompson reported the Tree Board is working on the 2013 calendar which has a theme of “Plant this, not that”; the intent is to provide alternative suggestions for planting in our specific environment. The Planning Commission meeting had been cancelled due to lack of agenda items. Mr. Thompson noted the Great Western Trail held their annual bike rodeo in Eaton and had approximately 65 young people attend and 45 bike helmets were distributed. The Trail

Authority passed along their gratitude to Melissa Chew, Mary Robins, and Terry Walker stating their event would not have been a success without the support of them and their staff.

- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternat
Mayor Pro-Tem Melendez reported the Chamber of Commerce had met last week; the Business Expo will be held on September 25 from 2-7 p.m. and their new mobile site and app will be rolled out during the Expo.
 - Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
No report.
 - Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
Town Board Member Bishop-Cotner reported that the Clearview Library Board reviewed modifications to the adult work space along with looking at the possibility of changing the look of the children's area. They additionally reviewed their strategic plan and budget along with reviewing the Town of Windsor's draft strategic plan.
 - Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
Town Board Member Adams reported that members of SALT will be attending the last Town Board meeting of the month and will provide a report of their summer events.
 - Mayor Vazquez – North Front Range/MPO
Mayor Vazquez stated the MPO had met on September 6th at which an update from the air pollution control division was given due to the High Park fire. Mr. Vazquez noted that the EPA allows for special conditions; the forest fire falls within those special conditions related to air pollution. It allows for days to be identified that we will be non-compliant. The emissions program is under review with options being discussed related to exemptions. The MPO Executive Director search is ongoing with more information to follow at a later date. Mr. Vazquez also reported the Transportation Plan is being worked on with a long term plan for communities within the MPO.
5. Proclamation for Suicide Prevention Week
Krismichelle Nohavec addressed the Town Board and noted the importance of the proclamation and related information. Ms. Nohavec stated that a Twilight 3k Walk/Run for Suicide Awareness was being held on Saturday, September 15 at Bittersweet Park in Greeley.

Mayor Vazquez read the proclamation.

6. Public 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 Town Clerk prior to the start of the meeting.*

Bill Miller, Windsor resident, provided a brief overview of how the City of Erie is working with the Colorado Oil and Gas Conservation Commission in addressing the oil and gas pollution. Mr. Miller handed out an excerpt from the Erie website which notes they are the first municipality in the state to adopt Best Management Practices through Memorandums of Understanding (MOU) with two oil and gas

companies. Mr. Miller encouraged the Town Board members to read the handout and do something similar.

Town Manager Arnold stated that staff had reviewed the MOU's and that after comparison with the Town of Windsor Conditional Use Grants (CUG) that have been approved found that the CUG's were more restrictive.

B. CONSENT CALENDAR

1. Minutes of the August 27, 2012 Regular Town Board Meeting – P. Garcia
2. Liquor License Renewal – Windsor Discount Liquor – Retail Liquor License – P. Garcia
3. Report of Bills – D. Moyer
4. Resolution 2012-59 – Approving an Intergovernmental Agreement for the Collection of Fire District Fees – I. McCargar
5. Unbudgeted Expenditure for Interim Road/Trail Improvement on Windshire Drive – K. Arnold
6. Rescheduling November 12, 2012 Regular Town Board Meeting to Tuesday, November 13, 2012 and Cancellation of Monday, December 24, 2012 Regular Town Board Meeting – P. Garcia

Town Board Member Thompson 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 – Thompson, Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion carried.

C. BOARD ACTION

1. Ordinance No. 2012-1436 - Amending Chapter 16 of the Windsor Municipal Code Concerning Conditional Use Grants for E-1 zoned properties three (3) acres or greater in size
 - Second Reading
 - Legislative action
 - Staff presentation: Scott Ballstadt, Chief Planner

Mayor Pro-Tem Melendez motioned to approve Ordinance No. 2012-1436, Amending Chapter 16 of the Windsor Municipal Code Concerning Conditional Use Grants for E-1 zoned properties three (3) acres or greater in size; Town Board Member Thompson seconded the motion.

Chief Planner Ballstadt addressed the Town Board and reported the ordinance had been approved on first reading on August 27, 2012. The ordinance will allow property owners of E-1 zoned properties which are a minimum of three acres in size to apply for conditional use grants. Mr. Ballstadt noted that there had not been any changes 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 – Thompson, Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion carried.

2. Resolution No. 2012-60 – A Resolution Approving an Amendment to an Intergovernmental Agreement Between the Town of Windsor, Colorado and the Colorado Department of Transportation with Respect to a Highway Resurfacing Project between 7th Street and State Highway 257 within the Corporate Limits of the Town. Specifically Authorizing the Expenditure of Funds for the Project, and Authorizing the Mayor to Execute Same.
 - Legislative Action
 - Presentation: Dennis Wagner, Director of Engineering

Town Board Member Bishop-Cotner motioned to approve Resolution No. 2012-60; Town Board Member Adams seconded the motion.

Director of Engineering Wagner reported on the resolution and related amendment to the contract between CDOT and Windsor with respect to the resurfacing of Highway 392 between 7th Street and State Highway 257. The resurfacing would be on Highway 392 starting at 7th street and going east to 600 feet of State

Highway 257. The amendment to the original contract specifies \$90,000 from Windsor. The start date is approximately September 24 at which curb and gutter replacement would start; pavement work would start about a week later.

Mayor Vazquez inquired why they were stopping 600 feet short of 257. Mr. Wagner stated that in future years CDOT anticipates the intersection will be concrete. Town Manager Arnold noted he believes it is scheduled for 2015.

Mayor Pro-Tem Melendez reported that as the liaison for the Downtown Development Authority she noted the group unanimously supported the effort and they are excited about the resurfacing.

Roll call on the vote resulted as follows:

Yeas – Thompson, Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nayes – None. Motion carried.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Town Attorney McCargar stated that he has studied the Erie MOU and believes that Windsor's efforts in working with the industry matches what Erie has done. Mr. McCargar noted he would look at the MOU to see if there are terms that can be incorporated into Windsor's CUG for oil and gas.

2. Communications from Town Staff

None.

3. Communications from the Town Manager

Town Manager Arnold noted the funding request by A Woman's Place and stated that additional information would need to be provided by the applicant prior to presenting to the Town Board such as a request for specific dollar amount, budget information, what they are doing with their reserves, along with other supporting information. Mr. Arnold stated he would schedule them to present at a work session.

It was also noted that Windsor Housing Authority Chairman John Moore's term had expired. The Town Board directed staff to publish the vacancy and set up a time for interviews. They will then make a recommendation for appointment.

Town Manager Arnold also stated that a joint meeting with the other taxing districts was being set up and asked if the Library District should be invited. The Town Board concurred that the joint meeting should include the Fire, School, and Library Districts. A tentative date of November 13 was set for the joint meeting.

4. Communications from Town Board Members

Mayor Pro-Tem Melendez stated she had gained a new hero in the passing of Staff Sgt. Christopher Birdwell who was killed in Afghanistan on August 27, 2012. Ms. Melendez asked the Town Board to consider contributing to the memorial trust established in his honor; the proceeds go to the Wounded Warriors, Friends of the Fallen and Fisher House. Town Manager Arnold offered to send the information to the Town Board Members and they can discuss the potential contribution at their next meeting. Mayor Vazquez also noted that there has been a request for a tree to be planted and that a placard should be added so people know who the tree is in honor of.

E. ADJOURN

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

Yeas – Thompson, Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez

Nayes – None. Motion carried.



Patti Garcia, Town Clerk