



TOWN BOARD REGULAR MEETING

July 22, 2013 - 7:00 P.M.

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Mayor Vazquez called the regular meeting to order at 7:00 p.m.

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
Management Assistant	Kelly Unger
Town Clerk	Patti Garcia
Director of Planning	Joe Plummer
Director of Public Works	Terry Walker
Director of Engineering	Dennis Wagner
Chief of Police	John Michaels
Human Resources Director	Mary Robins
Manager of Economic Development	Stacy Johnson
Associate Planner	Josh Olhava

2. Pledge of Allegiance

Town Board Member Adams 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 Rose moved to amend the agenda removing Item B.3; Town Board Member Thompson seconded the motion. Roll call on the vote resulted as follows:

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

4. Board Liaison Reports

- Town Board Member Baker – Parks, Recreation & Culture Advisory Board; Cache La Poudre Trail Board Alternate
Mr. Baker reported PReCAB met on July 9. At that meeting they reviewed the Sheep Draw Conservation Easement and the 2013 Capital Projects status. On July 20 four parks were dedicated: Northern Lights Park, Poudre Heights Park, Bison Ridge Park, and Brunner Farm Park. He commended the Parks Department for their efforts.
- Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority
Mr. Thompson told the Board the Great Western Trail Authority will focus their efforts on maintenance and upgrades to the existing trail. He reminded members there is currently a vacancy on the Authority and encouraged interested parties to apply.

Mr. Thompson told of Planning Commission actions: a review the site plan being presented this evening as Item C.1; and a request for a site plan extension at Windsor Auto Repair.

That extension was tabled until the October 16 meeting to allow the applicant to gather more information.

He concluded by stating the most recent Tree Board Meeting was cancelled.

- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
Ms. Melendez had no update for the Chamber of Commerce.

The DDA will kick off *Wheels and Deals* on August 2, with details of the event posted on the DDA web site, in downtown businesses and in the newspaper. Their next event will be *Salsa on 5th* on September 14. There will be a joint work session with the Town Board in August to discuss the back lot properties, the façade project, and the future of the mill with DOLA assisting the DDA in those discussions.

Ms. Melendez also recapped projects of the MPO, noting updated emissions information from the Colorado Department of Public Health and Environment regarding recent wildfires and oil and gas operations. Legislative review informational meetings will be held in Fort Morgan, Greeley on July 24 and Fort Collins on July 25. She encouraged attendance at those meetings. Ms. Melendez touched on budget updates and the Impact 64 initiative, informing the Board of a work session to be held in Loveland on July 29.

- Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
Mr. Rose had no updates at this time.
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
Mr. Bishop-Cotner reported the Library Board will meet on July 26.

He informed the Board the Windsor Historic Preservation Commission will host the Northeast Colorado Regional Historic Preservation Commission Forum on August 2.

- Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
Mr. Adams began his report by telling members SALT met on July 11 to prepare for the Family Campout. He noted their next event will be an Island Party in September, with a large participation anticipated. A new Commitment Policy was discussed by members, and recruitment of new members was also a topic. The next meeting will be July 26,

Mr. Adams told of GoCO finding for trail projects. He noted Tom Selders will act as interim trail manager while interviews take place to fill the current vacancy. Mr. Adams also reported the Poudre Challenge will be held on August 24. The next meeting of the Board will take place on August 1.

- Mayor Vazquez – North Front Range/MPO
Mayor Vazquez had no report.

5. Public Invited to be Heard

There was no public comment.

B. CONSENT CALENDAR

1. Minutes of the July 8, 2013 Regular Town Board Meeting – M. Lee
2. Resolution No. 2013-38 - A Resolution Appointing a Director to the Boards of Directors for Greenwald Farms Metropolitan District Nos. 1-2 – I. McCargar
3. Resolution No. 2013-44 – A Resolution Approving Amendments to the Town of Windsor Design Criteria and Construction Specifications – Division I – Streets, Section 1.10(A) with respect to Cul-de-Sacs – D. Wagner

Mayor Pre-Tem Melendez moved to approve the Consent Calendar as amended; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

C. BOARD ACTION

1. Site Plan Presentation – Highlands Industrial Park Subdivision, First Filing, Lot 4, Block 5 – Maximum Safety – 7300 Greendale Road – Paul Hoffman, Hoffman Properties LLC, applicant/ Cathy Mathis, TB Group, applicant’s representative

- Staff presentation: Josh Olhava, Associate Planner

Mr. Olhava presented a brief report of the review process for this property. He told of a new building in this subdivision to house Maximum Safety, an Oil & Gas Consulting firm relocating from Loveland. He noted there will be no processing, manufacturing or storage of hazardous materials at this site. The Planning Commission reviewed the project at their July 17 meeting.

Mr. Thompson asked if the gravel storage yard was in compliance. Mr. Olhava responded it is. There were no additional questions or comments from the Board.

2. Financial Report

- Staff presentation: Kelly Arnold, Town Manager

Mr. Arnold reviewed the monthly financial report, noting June sales tax collections set a new record with an 11.2% increase over the same time period in 2012. He noted a year-to-date gross sales tax increase of 15.18%. He pointed out a slight lag in property tax collection, which should be temporary. Mr. Arnold reported expenses are on track with estimates, with a slight spike prompted by current Capital Improvements Projects activity, noting that spike will level over the next few months as projects are completed.

Mr. Arnold went on to touch on building activity, with a review of newly issued permits, existing projects, and a geographic representation of building concentration and availability of buildable lots. He pointed out the existing inventory representing build-out in 2-2 ½ years at current levels. Mr. Arnold also highlighted prospective development by subdivision, noting the impact that will have on future planning.

D. COMMUNICATIONS

1. Communications from the Town Attorney
Mr. McCargar had no further communications.
2. Communications from Town Staff
Staff had no additional communications.
3. Communications from the Town Manager

Mr. Arnold reminded the Board there will be no meeting on Monday, July 29, as it is the fifth Monday. He added the ground breaking on Thursday for the CR 23 project went well. He told of discussions with Weld County to address CR 23 south with a connection to Great Western Drive, highlighting hopes to widen that area to address transportation issues in the area. Mayor Vazquez asked to include that intersection in talks regarding signaling. He also asked for an update on a signal on State Highway 257. Mr. Wagner responded there has been nothing definitive from CDOT.

4. Communications from Town Board Members
Board Members had no additional communications.

E. ADJOURN

Town Board Member Bishop-Cotner moved to adjourn; Town Board Member Thompson seconded the motion. All members voted Yes. The meeting was adjourned at 7:35 p.m.


Deputy Town Clerk