



Minutes

A. CALL TO ORDER

Mayor Vazquez called the regular meeting to order at 7:03 p.m.

1. Roll Call

Mayor John Vazquez
Mayor Pro-Tem Kristie Melendez
Myles Baker
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
	Economic Development Manager	Stacy Johnson
	Chief of Police	John Michaels
	Director of Finance	Dean Moyer
	Director of Human Resources	Mary Robins
	Chief Planner	Scott Ballstadt
	Associate Planner	Josh Olhava
	Budget Analyst	Vicki Miller

2. Pledge of Allegiance

Mayor Pro-Tem 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

Mayor Pro-Tem Melendez moved to approve the agenda as presented; Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows:

Yeas – Baker, 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 told the Board the November PReCAB Meeting was cancelled. The next meeting will be held December 3, 2013.
- Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority
Mr. Thompson was not in attendance at this meeting.
- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
Mayor Pro-Tem Melendez had no new information regarding the Chamber. She reviewed DDA items, including plans to host the Farmers Market in 2014 and to procure an intern to work with them in 2014. She reminded Board Members of Windsor Wonderland on December 7 and an upcoming DDA Beautification Meeting on December 4 to discuss the façade program. She noted the Marketing Meeting

scheduled for December 25 has been cancelled, and the Feasibility Study for the Mill is due in this week.

- Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate

Mr. Rose reported the next Water and Sewer Board Meeting will take place on December 11. Mr. Rose interjected the Windsor Fine Arts Festival has chosen to dissolve and has distributed remaining funds to the Clearview Library Foundation and the Weld County School District RE-4 Foundation.

- Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board

Mr. Bishop-Cotner began be reviewing the Library Board Meeting held on November 21. That Board discussed their budget and long range planning.

- Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)

Mr. Adams reported the Cache La Poudre Trail Board will meet next week; SALT is excited about their tutoring program, and it is off to a great start. SALT is also “adopting” a family and will assist them throughout the year.

- Mayor Vazquez – North Front Range/MPO
Mayor Vazquez reported the next MPO meeting will take place on December 5.

5. Public Invited to be Heard

There was no public comment.

B. CONSENT CALENDAR

1. Minutes of the November 12, 2013 Regular Town Board Meeting and November 18, 2013 Special Board Meeting – M. Lee
2. Advisory Board Appointments – P. Garcia
3. Cancellation of December 23, 2013 Regular Town Board Meeting – P. Garcia
4. Resolution No. 2013-64 - A Resolution Supporting the Efforts of the Town of Windsor, Colorado, with Respect to Seeking Grant Funding Through the Department of Local Affairs Energy and Mineral Impact Assistance Program for Use in the Elimination of an Aging Sewer Lift Station – K. Unger

Town Board Member Adams moved to approve the agenda as presented; Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows:

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

Nays – None. Motion passed.

C. BOARD ACTION

NOTE: the official record of this evening’s proceedings shall include staff memos and recommendations, packet materials and supporting documents, and all testimony received.

1. Ordinance No. 2013-1464 - An Ordinance Repealing, Amending and Re-Adopting Chapter 16, Article XXVII of the Windsor Municipal Code with Respect to Flood Damage Prevention Measures Applicable to Land Use Practices within the Town of Windsor
 - First Reading
 - Legislative action
 - Staff presentation: Dennis Wagner, Director of Engineering

Mayor Pro-Tem Melendez moved to approve Ordinance 2013-1464; Town Board Member Bishop-Cotner seconded the motion.

Mr. Wagner briefly reviewed proposed changes to the rules related to development in the floodplain, noting adoption of this Ordinance would bring the Town into compliance with requirements for participation in the National Flood Insurance Program. He defined the most significant changes and presented real-world examples of how these changes would impact development in Windsor.

Mayor Vazquez inquired if Oil and Gas facilities need a more strict definition. Mr. McCargar noted it is preferable to adopt the floodplain Ordinance separately and address specific issues, for example Oil and Gas facilities, through the Conditional Use Grant process.

Mr. Rose asked if a more specific definition of “critical facilities” was warranted, noting he would be comfortable addressing those issues through a CUG. Other Board Members agreed. Mayor Pro-Tem Melendez asked if any feedback had been received regarding this proposal from the development community. Mr. Wagner responded no concerns have communicated to staff.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

2. Resolution No. 2013-65 - A Resolution of the Windsor Town Board Approving an Agreement for Certain Economic Inducements and Development Incentives between the Town of Windsor and Cargill, Inc. and Authorizing the Mayor to Execute the Same on the Town’s Behalf

- Legislative action
- Staff presentation: Stacy Johnson, Economic Development Manager

Town Board Member Adams moved to approve Resolution 2013-65; Town Board Member Bishop-Cotner seconded the motion.

Ms. Johnson delivered a short presentation focusing on a request from Cargill, Inc. She reviewed the size, cost and use of the proposed facility. She delineated those fees included in the waivers.

Mr. Baker asked if increases in truck and rail traffic are anticipated. Mr. Briggs Anderson, Cargill Plant Manager responded 5-10 trucks per day would be the norm. Mr. Rose questioned the waiver of raw water fees. Ms. Johnson responded these fees are part of the standard Primary Employer Incentive Package, and the Enterprise Funds would not be reimbursed until 30 days after a Certificate of Occupancy has been issued.

Mr. Baker expressed concerns about extending these incentives to such a profitable company, who could easily afford to pay the fees. Mr. Rose agreed, but commented he understands this is how the process works. Mayor Pro-Tem Melendez noted Windsor wants this kind of company to come here, and she is hoping others companies will be attracted here as well. Mr. Briggs commented this company provides steady jobs with employees working for them for years. Mr. Adams notes this could foster a good partnership. Mayor Vazquez called it an investment in Windsor’s future.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

3. Resolution No. 2013-66 - A Resolution Granting a Request for Withdrawal of a Petition for Annexation Concerning the Proposed Harmony Ridge Annexation to the Town of Windsor, Colorado – Jeff Mark, HR Exchange, LLC, The Landhuis Company, applicant

- Legislative action
- Staff presentation – Josh Olhava, Associate Planner

Mayor Pro-Tem Melendez moved to approve Resolution 2013-66; Town Board Member Bishop-Cotner seconded the motion.

Mr. Olhava explained this Annexation Petition was originally accepted on May 1, 2008. Current owners are proposing a new Annexation including this parcel, and therefore are submitting a request to withdraw the previous Annexation Petition.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

4. Resolution No. 2013-67 - A Resolution Granting a Request for Withdrawal of a Petition for Annexation Concerning the Proposed Estates at Harmony Ridge Annexation to the Town of Windsor, Colorado – Jeff Mark, HR Exchange, LLC, The Landhuis Company, applicant

- Legislative action
- Staff presentation – Josh Olhava, Associate Planner

Mayor Pro-Tem Melendez moved to approve Resolution 2013-67; Town Board Member Bishop-Cotner seconded the motion.

Mr. Olhava explained this is also a request to withdraw a previous Annexation Petition, to be included in a new Annexation Petition that will be presented as the next Action Item on this agenda.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

5. Resolution No. 2013-68 - A Resolution Initiating Annexation Proceedings for the Harmony Ridge Annexation to the Town of Windsor, Colorado – Jeff Mark, HR Exchange, LLC, The Landhuis Company, applicant

- Legislative action
- Staff presentation – Josh Olhava, Associate Planner

Mayor Pro-Tem Melendez moved to approve Resolution 2013-68; Town Board Member Bishop-Cotner seconded the motion.

Mr. Olhava reported this would initiate Annexation proceedings for Harmony Ridge Annexation. He noted staff has begun to look at the documentation included in the Annexation packet. He reviewed the location, size and zoning for the proposed Annexation.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

6. Public Hearing 2014 Budget

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Town Board Member Baker moved to open the Public Hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

Mr. Moyer reviewed the details of the 2014 Budget process and the final proposal, pointing out significant components of the overall Budget for the upcoming year. He noted some changes to project timelines, personnel increases, and grant/loan impacts.

Mayor Pro-Tem inquired about the Event Coordinator position. Mr. Arnold responded there will be added responsibilities associated with that position. Mr. Baker asked if the Capital Improvements figures included grants? Mr. Moyer responded that is the total project cost, some of which may be paid utilizing grants.

There were no questions or comments from the public.

7. Resolution No. 2013-69 - A Resolution Summarizing Expenditures And Revenues For Each Fund, And Adopting A Budget For The Town Of Windsor, Colorado, For The Calendar Year Beginning On The First Day Of January, 2014, And Ending On The Last Day Of December, 2014, And Appropriating Sums Of Money To The Various Funds And Spending Agencies, In The Amount And For The Purpose As Set Forth Below, For The Town Of Windsor, Colorado, For The 2014 Budget Year

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Mayor Pro-Tem Melendez moved to approve Resolution 2013-69; Town Board Member Bishop-Cotner seconded the motion.

Mr. Moyer explained approval of this Resolution would adopt the 2014 budget in total. Board Members thanked staff for their work creating the budget.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

8. Resolution No. 2013-70 - A Resolution Levying General Property Taxes For The Taxable Year 2013 To Help Defray The Costs Of Government For The Town Of Windsor, Colorado, For The 2014 Budget Year (Weld County)

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Mayor Pro-Tem Melendez moved to approve Resolution 2013-70; Town Board Member Bishop-Cotner seconded the motion.

Mr. Moyer explained Action Items 8 and 9 set the mil levy for Weld and Larimer Counties respectively.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

9. Resolution No. 2013-71 - A Resolution Levying General Property Taxes For The Taxable Year 2013 To Help Defray The Costs Of Government For The Town Of Windsor, Colorado, For The 2014 Budget Year (Larimer County)

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Town Board Member Baker moved to approve Resolution 2013-71; Town Board Member Adams seconded the motion.

Mr. Moyer had nothing further to add.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

10. Resolution No. 2013-72 - A Resolution of the Town Board of the Town of Windsor, Colorado, Approving the 2014 Windsor Downtown Development Authority Budget; Making Annual Appropriations for the Windsor Downtown Development Authority for the Fiscal Year Ending December 31, 2013; and Fixing the Mill Levy for the Windsor DDA District for the Fiscal Year Ending December 31, 2014

- Legislative action
- Staff presentation: Patti Garcia, Town Clerk/Assistant to Town Manager

Town Board Member Adams moved to approve Resolution 2013-72; Mayor Pro-Tem Melendez seconded the motion.

Ms. Garcia noted the DDA Budget must be presented to the Town Board annually for review. She highlighted the most important facets of the budget.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

11. Resolution No. 2013-73 - A Resolution Establishing Rates for Town of Windsor Water Service Customers and Authorizing the Implementation of Such Rates

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Mayor Pro-Tem Melendez moved to approve Resolution 2013-73; Town Board Member Bishop-Cotner seconded the motion.

Mr. Moyer pointed out this Resolution would adjust monthly water rates for 2014. He reviewed the current rate structure and its implementation timeline. He delineated the proposed changes to the current rates.

Roll call on the vote resulted as follows:

Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nayes – None. Motion passed.

12. Financial Report – October 2013

- Staff Presentation: Dean Moyer, Director of Finance
Mr. Moyer reviewed the monthly budget, highlighting the “big 3” Sales Tax, Construction Use Tax and Property Tax, and the changes therein.

Mr. Moyer thanked the Board and staff for their participation in the budget process. He specifically highlighted work done and awards won through to the efforts of Vicki Miller.

C. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar reviewed recent actions of the Liquor Licensing Authority noting violations and stipulations imposed as a result of those violations, noting an official summary of actions will be prepared by the Authority and presented to the Board at a future meeting.

He also reminded the Board he will be moving into the building in January and thanked Mr. French for his assistance with the office space.

2. Communications from Town Staff

Ms. Unger reminded Board Members of a Legislative breakfast scheduled for December 2, calling this a great opportunity to discuss mutually important topics.

3. Communications from the Town Manager

Mr. Arnold reiterated a need for Board Member attendance at the breakfast. He wished the Board a Happy Thanksgiving.

4. Communications from Town Board Members

Board Members wished a Happy Thanksgiving to all.

D. ADJOURN

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

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

Nayes – None. The meeting was adjourned at 9:04 p.m.


Deputy Town Clerk