



TOWN BOARD REGULAR MEETING

February 24, 2014 - 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 7:16 p.m.

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| 1. Roll Call | Mayor
Mayor Pro-Tem | John Vazquez
Kristie Melendez
Myles Baker
Jeremy Rose
Robert Bishop-Cotner
Ivan Adams
Don Thompson |
| | Absent: | |

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| Also present: | Town Manager
Town Attorney
Director of Parks Recreation & Culture
Town Clerk
Economic Development Director
Chief of Police
Director of Finance
Director of Planning
Management Intern
Director of Engineering
Art & Heritage Manager
Special Events Coordinator | Kelly Arnold
Ian McCargar
Melissa Chew
Patti Garcia
Stacy Johnson
John Michaels
Dean Moyer
Joe Plummer
Kelly Unger
Dennis Wagner
Carrie Knight
Trish Chavez |
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2. Pledge of Allegiance
Mr. Baker 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

Mr. Baker moved to approve the agenda as presented; Mayor Pro-Tem Melendez 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 PReCAB has not met since his last report. He added the Town has been awarded a \$19,000 grant from the Poudre Heritage Alliance which will be used for exhibit re-design. The re-design project will be named *Discovering Windsor, a Look Back, a Leap Forward*.
 - Town Board Member Thompson – Planning Commission; Tree Board; Great Western Trail Authority
Mr. Thompson was not in attendance.

- Mayor Pro-Tem Melendez – Downtown Development Authority; Chamber of Commerce; North Front Range/MPO Alternate
Mayor Pro-Tem Melendez noted there is nothing new to report from the Chamber of Commerce. The Downtown Development Authority is preparing for the Farmer’s Market to run from June – September. The 2014 Work Plan will be on the web site soon. The Façade Improvement Program will roll out in March or April. An Intern has been selected for the DDA – that intern will assemble a complete list of contact information for DDA members. Salsa on 5th will be held on August 23, and will become their “signature event.” A new DDA web site will be created and on line soon. The Mill Feasibility Study group has been selected, and should return information regarding redevelopment of the Mill within 60 days of contract approval.
 - Town Board Member Rose – Water & Sewer Board; Windsor Housing Authority, Planning Commission Alternate
Mr. Rose had no report.
 - Town Board Member Bishop-Cotner – Historic Preservation Commission; Clearview Library Board
Mr. Bishop-Cotner stated the Library Board will meet on February 27. The Historic Preservation Commission has completed their 2014 Work Plan. The Landmark designation for the Park School / Town Hall has been completed.
 - Town Board Member Adams – Cache La Poudre Trail Board; Student Advisory Leadership Team (SALT)
Mr. Adams stated SALT has not met since his last report. The Cache La Poudre Trail Board meeting was postponed with a tentative reschedule date of March 17.
 - Mayor Vazquez – North Front Range/MPO
Mayor Vazquez told the Board the MPO will meet on March 6. Mayor Pro-Tem Melendez will represent Windsor at that meeting.
5. Presentation of Larimer County Annual Report - Commissioner Tom Donnelly
Commissioner Donnelly presented a brief overview of the 2013 Community Report for Larimer County. He noted this is the first issue of a report of this type and addresses citizen’s questions about what the County does. He highlighted some of the services provided by the County, adding their priority based budget includes a measurement of results and this report conveys the value of tax-payer dollars. He distributed copies of the report to members of the audience that expressed interest. Mayor Vazquez thanked Commissioner Donnelly for his presentation, and the Town’s partnership with Larimer County.
6. Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

1. Minutes of the February 10, 2014 Regular Town Board Meeting – M. Lee
2. Advisory Board appointments – P. Garcia

**Mr. Adams moved to approve the Consent Calendar as presented; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nayes – None. Motion passed.**

C. BOARD ACTION

1. Town Sponsored Event Request – Christmas in Windsor

Applicant presentation: Sandy Michaels

Ms. Michaels addressed the Board stating the Christmas in Windsor organizing committee has submitted a request to use the electronic message boards to advertise this year's event. She listed the philanthropic aspects of Christmas in Windsor, including scholarships, charitable contributions, and joint ventures with other service clubs. She stated the group has 8 members. Christmas in Windsor offers a venue for 100+ artisans to sell their merchandise.

Ms. Melendez inquired if sponsorship would include use of the Town of Windsor logo in marketing materials for the event. Ms. Michaels responded it would be included when advertising the event. Ms. Knight clarified Christmas in Windsor is seeking a Town of Windsor sponsorship for the CRC facility which would include use of the electronic message boards, trash disposal and staff assistance with trash removal. Ms. Michaels noted the group has rented the CRC in the past, but this is the first time they have requested the message board. Mr. Arnold commented the application has already been reviewed by staff.

Mr. Adams moved to approve the Christmas in Windsor Special Event Request; Mayor Pro-Tem Melendez seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

2. Long Form Grant Application – Harvest Festival

Applicant presentation: Casey Johnson, Harvest Festival Chairman

Mr. Johnson approached the Board to review previous Harvest Festival data. He stated last year's event included 180+ booths which generated nearly \$2200 in sales tax to the Town. He stated the committee also awards a scholarship with proceeds from the event.

Mr. Johnson reviewed the committee's request which includes trash removal, use / transportation of the sound stage, access to water in Main Park, golf cart access on streets between venues, waiver of sales tax fees, advertising in the Link brochure, and creation of schedule brochure, for a total of \$9041.71 in subsidies. He noted this includes the same items requested in the past.

Mayor Pro-Tem Melendez inquired if there was a net loss in 2013. Mr. Johnson responded it basically was "a wash" as is their goal annually. Ms. Melendez questioned if a profit was desired. Mr. Johnson noted there are new vendors and new activities every year, meant to keep the community engaged, but making a profit is not their primary desire. Mr. Baker suggested opening the scholarship competition to all three school

districts. Mr. Adams echoed Mr. Baker's comments. Mr. Johnson said the committee would discuss that suggestion.

Mayor Pro-Tem Melendez moved to approve the long-form grant application for the Windsor Harvest Festival; Mr. Baker seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

3. Site Plan Presentation – Great Western Industrial Park, Eighth Filing, Lot 3 – Cargill Metals – 31825 Great Western Drive – Briggs Anderson, Cargill Inc., applicant/ Michael Bray, dcb construction company, inc., applicant's representative

- Staff presentation: Josh Olhava, Associate Planner

Mr. Plummer approached the Board stating Mr. Olhava is ill. He began his presentation by explaining the specifics of the Site Plan for Cargill metals, located at 31825 Great Western Drive. He reviewed details of the manufacturing operation including physical location relative to existing buildings, access routes and truck / rail traffic, zoning, landscaping, and building elevations.

Mayor Vazquez inquired if a new access point would be created from Eastman Park Drive. Mr. Plummer responded it would not; access would be from Great Western Drive. Mr. Baker inquired how many trucks will access the facility. Mr. Plummer responded approximately 8-10 rail cars and 30 trucks per week will service operations at the site. He added the Planning Commission raised no concerns regarding the presentation at their February 19 meeting. There were no additional questions or comments from the Board.

4. Resolution No. 2014-10 – A Resolution Determining the Basis for Cancellation of the April 8, 2014, Town of Windsor Regular Municipal Election, Declaring the April 8, 2014 Town of Windsor Regular Municipal Election and Declaring the Election of Town Board Members for Districts 2, 4 and 6

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

Mayor Pro-Tem Melendez moved to approve Resolution 2014-10; Mr. Baker seconded the motion.

Ms. Garcia stated in 1994 the Town of Windsor cancelled their election for Town Board. She noted this year, only one candidate per open seat on the Board have come forward to run, and by statute cancellation of the election is allowed. She added if passed, on April 14 the Board will swear in Christian Morgan to represent District 2, Kristie Melendez to represent District 4, and Ivan Adams to represent District 6. Ms. Garcia briefly reviewed the history of municipal election candidates for the Board's information.

Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar stated next week the Town will close on the Kyger property. He noted the seller is pumping water from the river adding approximately 10 acre feet per day. This water would be shared with the sellers per the agreement; the seller has not indicated what they plan to do with their share of the water.

Mr. Arnold added the Town will need to purchase water shares to keep the lake full. Mayor Vazquez noted there is enough water in the lake currently to augment the Town's needs for two years. Mr. Adams inquired what the capacity of the lake is. Mr. McCargar responded part of the agreement is to conduct a sonar survey to determine the actual storage capacity, estimated to be around 1,000 acre feet.

2. Communications from Town Staff

There were no additional communications from staff.

3. Communications from the Town Manager

Mr. Arnold reported he was confirmed by the Senate for appointment to the Mineral Rights Severance Impact Committee.

He also reported he, Ms. Garcia and Ms. Unger attended the CCCMA conference in Glenwood Springs, adding there were several interesting sessions at the conference. Of particular interest were sessions on ethics, updates on economic activity in Northern Colorado, and information on LED street lighting rates and processes hosted by Xcel Energy. He stated he intends to enter into discussions with Poudre Valley REA on the topic as well. He reported 30 year life on the lights, and a desire to initiate test areas in new subdivisions within Windsor. Mr. Arnold added conversion costs remain high.

Mayor Pro-Tem Melendez inquired what would be included in conversions. Mr. Arnold noted there are different rate structures depending on the level of ownership on the lighting infrastructure. He also commented that Golden Colorado is leading the area in this process, and he hopes to discuss their programs with them in the near future.

Mr. Arnold then proposed revisiting data for the CRC expansion in April. He will schedule a Work Session to review updated information.

4. Communications from Town Board Members

Mayor Vazquez congratulated Windsor High School students attending this meeting on recent athletic victories at the school.

Mr. Adams commented on a recent newspaper article addressing growth in Windsor calling it well written and very informative.

E. ADJOURN

Mr. Bishop-Cotner moved to adjourn; Mr. Adams seconded the motion. All members voted yes. The meeting was adjourned at 8:01 p.m.


Deputy Town Clerk