



TOWN BOARD REGULAR MEETING

May 27, 2014 - 7:00 P.M.

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

Minutes

A. CALL TO ORDER

In the Mayors absence, Patti Garcia called the regular meeting to order at 7:00 p.m.

1. Roll Call

- Myles Baker
- Christian Morgan
- Kristie Melendez
- Robert Bishop-Cotner
- Ivan Adams
- Mayor John Vazquez
- Jeremy Rose

Absent

- Also present:
- Town Manager
  - Town Attorney
  - Town Clerk
  - Chief of Police
  - Director of Planning
  - Management Intern
  - Director of Engineering
  - Associate Planner
  - Associate Planner

- Kelly Arnold
- Ian McCargar
- Patti Garcia
- John Michaels
- Joe Plummer
- Kelly Unger
- Dennis Wagner
- Paul Hornbeck
- Josh Olhava

**Mr. Bishop-Cotner moved to appoint Mr. Adams to Chair tonight’s meeting; Mr. Morgan seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams  
Nayes – None. Motion passed.**

2. Pledge of Allegiance

Mr. Morgan 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 Agenda as presented; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams  
Nayes – None. Motion passed.**

4. Board Liaison Reports

Town Board Member Baker – Water & Sewer Board; Cache la Poudre Trail Board  
Mr. Baker stated no meetings have taken place since his last report.

Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority  
Mr. Morgan stated no meetings have been held since his last report either.

Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce  
Ms. Melendez reported the Chamber has not met, but reminded Board Members of the All Town BBQ scheduled for 6/5 from 5-7 p.m. at Boardwalk Park. She reiterated the need for volunteers, and encouraged Board Members to participate.

Ms. Melendez went on to review proceedings of the 5/21 DDA Meeting, stating the first façade application is expected in early June; web training will begin in a few weeks, and the new web site will host newsletters, members list, and a calendar of events among other things; the next meeting will be held on 6/25 to discuss the mill feasibility study with the facilitators.

Town Board Member Rose – Clearview Library Board  
Mr. Rose was not in attendance.

Town Board Member Bishop-Cotner – Historic Preservation Commission; North Front Range/MPO alternate

Mr. Bishop-Cotner had nothing new to report at this time.

Town Board Member Adams – Tree Board; Student Advisory Leadership Team (SALT)

Mr. Adams reported he met for the first time with the Tree Board just prior to this meeting. He reviewed Arbor Day events, stating the committee wishes to increase participant numbers for the 5K next year. He added Sick Tree Day is scheduled for 6/24. Mr. Adams also reported SALT will be meeting once per month in the summer.

Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO

Mayor Vazquez was not in attendance, but Ms. Melendez stated the MPO has not met since the last report.

5. Public Invited to be Heard

There was no public comment.

**B. CONSENT CALENDAR**

1. Minutes of the May 12, 2014 Regular Town Board Meeting – M. Lee
2. Resolution No. 2014-29 - A Resolution to Appropriate Water Rights for Kyger Reservoir and Approving Filing of an Application for Water Storage Rights in Kyger Reservoir with the Division 1 Water Court - I. McCargar
3. Resolution No. 2014-30 – A Resolution Approving the Terms of Legal Services to be Provided to the Town of Windsor by the Law Firm of Butler Snow, and Authorizing the Town Manager to Execute Same - I. McCargar

Mr. Baker inquired if the Town could be denied the water rights in question in Resolution 2014-29. Mr. McCargar responded denial is possible but not likely, adding adjudication of the water rights is preferred, and sets the priority for appropriation and decree process. Ms. Melendez inquired if the fee arrangement noted in Resolution 2014-30 is correct; if the bond is not passed, the Town owes nothing? Mr. McCargar confirmed that is the case, it is a contingent fixed fee. Mr. Arnold added a similar agreement will follow from the bond underwriters as well.

**Ms. Melendez moved to approve the Consent Calendar as presented; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

**C. BOARD ACTION**

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

1. Ordinance 2014-1474 – An Ordinance Approving the Transfer of Certain Town-Owned Real Property to the Town of Windsor Downtown Development Authority, and Authorizing the Mayor to Execute a Bargain and Sale Deed to Effectuate the Transfer
  - Second Reading
  - Legislative action
  - Staff presentation: Ian D. McCargar, Town Attorney

**Ms. Melendez moved to approve Ordinance 2014-1474; Mr. Morgan seconded the motion.**

Mr. McCargar reviewed the details of the Ordinance, noting there have been no changes since first reading. He reminded the Board this transfer must be carried out via an Ordinance per the Charter.

Mr. Baker inquired as to the benefit of a sale to the DDA, and if the property could subsequently be sold by them. Mr. McCargar noted the purpose is to assist the DDA, with a goal of providing pedestrian connectivity to the property north of Main Street. He noted the level of trust in the

DDA warrants this action without deed restrictions, and is intended to preclude prospects of forfeiture. Ms. Melendez stated initial conceptual designs include walkways, possibly with kiosk-style vendors along this space. She noted a primary goal of the DDA is to clean up the lot. Mr. Morgan inquired if a walkway is allowed under current zoning, or if future variances would be required. Mr. McCargar responded Central Business District zoning allows less intense and non-commercial uses. Mr. Baker reiterated the validity of the need for a walkway, wondering if the Town is in a better position to assure it comes to pass. There were no public comments.

**Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

2. Site Plan Presentation – Town of Windsor Subdivision, Lots 26, 28, 30 and 32, Block 11 Site Plan (201-205 4th Street – 392 Tap House Business Lofts) – Eric Peratt and Jim Lohr, P and L Properties, LLC., applicant/Randell Johnson, RJohnson Architecture, applicant’s representative
  - Staff presentation: Josh Olhava, Associate PlannerMr. Olhava began by stating the applicants, Mr. Eric Peratt and Mr. Jim Lohr, P and L Properties, LLC, represented by Mr. Randell Johnson of RJohnson Architecture, is proposing site improvements to an existing building within the Central Business District (CBD) zoning district in the Town of Windsor Subdivision, located at 201-205 4th Street. The Site Plan will be approved administratively by staff. He described the project including location, zoning, building elevations and renderings, improvements and permits required. Mr. Olhava also informed Board Members staff is working with both the DDA and CDOT regarding the deck structure and proposed parking configuration changes.

Ms. Melendez inquired if the rendering being presented is the final option, and if it has been approved by CDOT. Mr. Olhava responded it is the version under review, adding the structure is outside of the CDOT clear zone. Mr. Morgan inquired if the proposed pillars would interfere with future expansion of the roadway. Mr. Wagner responded the bulb-out would have to be shrunk, but the columns would not impede expansion along that segment of Highway 392. Mr. Baker inquired as to the historic significance of the building. Mr. Peratt responded the building once served as the Windsor Opera House, but is not on the historic registry. Mr. Adams suggested roof-top seating. Mr. Peratt noted the roof is not flat or designed to take the load, but that has been discussed in passing. Ms. Melendez asked if the area shown in green represents grass. Mr. Peratt responded it is, and will be maintained by the building owners.

3. Site Plan Presentation – Highlands Industrial Park Subdivision, 1st Filing, Lot 1, Block 2 Site Plan (7245 Greenridge Drive – Office Warehouse) – Rachel Oliver-Pankewicz, O Investment Properties, LLC, applicant/Tyler Texeira, Beacon Construction, LLC, applicant’s representative
  - Staff presentation: Paul Hornbeck, Associate PlannerMr. Plummer introduced Mr. Hornbeck to the Board. Mr. Hornbeck began his presentation by reporting the applicant, Ms. Rachel Oliver-Pankewicz, O Investment Properties, LLC, represented by Mr. Tyler Texeira of Beacon Construction, LLC, is proposing a new building in the Limited Industrial (IL) zoning district in the Highlands Industrial Park Subdivision, located at 7245 Greenridge Road. The building will be constructed as an office and warehouse building and outdoor storage lot to house Cast in Place Concrete, which specializes in residential foundations, and will employ a staff of approximately six. He reviewed the location, zoning, landscaping, and building elevations.

Mr. Baker inquired if the storage lot is in fact for storage or rather for parking. Mr. Hornbeck responded predominantly for parking. Mr. Morgan asked if the facility will be open at night. Mr. Hornbeck replied they will be open during the day.

4. Public Hearing – Final Major Subdivision Plat for Water Valley South Subdivision, 18th Filing in the Town of Windsor, CO –Trollco, Inc./Water Valley Land Company, applicant/ Patrick McMeekin and Mark Foster, applicant’s representatives

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Ms. Melendez moved to open the public hearing; Mr. Bishop-Cotner seconded the motion.**

**Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

Mr. Olhava stated Mr. Patrick McMeekin of Trollco, Inc./Water Valley Land Company, has submitted a final major subdivision plat, known as Water Valley South Subdivision, Eighteenth Filing. The subdivision as a whole encompasses approximately 109.97 acres and is zoned Residential Mixed Use (RMU). This is divided into two sections separated by New Liberty Road. A total of approximately 117 single family residential lots and approximately fourteen (14) tracts are proposed. The single family residential lot sizes range from the upper 4,000 square foot range to the upper 7,000 square foot range. All lots within this subdivision are subject to the *Development Standards for Small Residential Tracts in Water Valley Guidelines*. Mr. Olhava reviewed the location, zoning, landscaping, lot configuration proposals, and notification process for the subdivision.

Mr. Baker asked if Baja Drive is a dead end. Mr. Olhava noted the current configuration includes a bulb-out to allow motorists to turn around, but that Baja Drive is primarily access for golf maintenance and drilling operations. Mr. Baker inquired if that number of residents utilizing a single access point is safe. Mr. McMeekin addressed the Board to show additional access points for emergency vehicles. He pointed out an easement requested by the Fire Marshall for emergency access and clarified the proposed lot line reconfiguration is a reduction in density. Mr. McMeekin also identified which lots are being reconfigured; noted that construction will exhibit four-sided architecture for all residences; clarified there are no requested variations to the set-back requirements; and reviewed a neighborhood meeting, stating residents were supportive of the proposal. There were no additional questions.

**Ms. Melendez moved to close the public hearing; Mr. Baker seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

5. Resolution No. 2014-31 – Final Major Subdivision Plat for Water Valley South Subdivision, 18th Filing in the Town of Windsor, CO –Trollco, Inc./Water Valley Land Company, applicant/ Patrick McMeekin and Mark Foster, applicant’s representatives

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

Mr. Olhava stated at their 5/21 meeting the Planning Commission recommended approval of the Final Plat subject to the following condition:

1. That any staff comments be addressed prior to recordation.

**Ms. Melendez moved to approve Resolution 2014-31; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

6. Public Hearing – Conditional Use Grant for oil and gas well facilities in the Residential Mixed Use (RMU) zoning district – Water Valley West Subdivision, Lot 4 – Raindance SESW – Shannon Hartnett, Great Western Operating Company, LLC, applicant/Martin Lind, Raindance Aquatic Investments, property owner

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Ms. Melendez moved to open the public hearing; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:  
Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams  
Nays – None. Motion passed.**

Mr. Olhava told Commissioners the applicant, Great Western Operating Company, LLC, is requesting conditional use grant approval to drill four (4) additional oil and gas wells on Water Valley West Lot 4 (Raindance SESW Pad Site) originally approved on June 11, 2012 and amended on August 13, 2012 by the Town Board to drill eight (8) wells. If approved, the CUG would allow a total of twelve (12) wells on this site. The applicant has obtained permits for the wells from the Colorado Oil and Gas Conservation Commission (COGCC).

Mr. Olhava reviewed the Municipal Code regarding Conditional Use Grants. He pointed out items of specific concern including visual impact/location of structures on the site, proposed drilling plan, landscape requirements, zoning, and floodplain considerations. He also reviewed the notification process for this project, noting good turnout at a Neighborhood Meeting held on 4/3/2014, with significant information exchange between the applicant and those in attendance. At their 5/21 meeting, the Planning Commission forwarded a recommendation of approval, subject to the stated conditions.

Mr. Olhava concluded his presentation by stating, staff recommends approval of the conditional use grant subject to the following conditions:

1. Prior to the commencement of drilling, the applicant shall submit comprehensive “Drilling and Site Improvement Plans” for review and approval by the Town. Such plans shall address initial drilling activities, initial installation of site improvements and details, and on-going perpetual maintenance of the subject site including, but not limited to, the following:
  - a. Site access plan. The Drilling and Site Improvement Plans and supplemental information shall address site access points and haul routes for review and approval.
  - b. Public street clean-up and tracking prevention. The Drilling and Site Improvement Plans and supplemental information shall include a tracking pad for review and approval.
  - c. Site grading. The Drilling and Site Improvement Plans and supplemental information shall address site grading, including any earth berms for emergency containment.
  - d. Site lighting. The Drilling and Site Improvement Plans and supplemental information shall include details regarding site lighting fixtures and locations. Security and other site lighting shall utilize full cutoff light fixtures to mitigate light pollution.
  - e. Temporary screening. The applicant shall install a buffer to screen the initial drilling activities and installation of site improvements from surrounding neighborhoods and streets. The temporary buffer shall include hay bales to enclose the drilling operations to provide noise mitigation.
  - f. Permanent screening. Given the close proximity to residential neighbors, the Drilling and Site Improvement Plans shall depict proposed long-term screening materials including landscaping, earth berms and any other screening methods to mitigate visual impacts.
  - g. Fencing. The Drilling and Site Improvement Plans shall depict fencing of the perimeter of the site. Fencing materials shall be reviewed for approval by the Town based upon the character of the surrounding neighborhood.
  - h. Oil and gas equipment.

- (1) The applicant shall utilize electric motors in order to mitigate the noise impacts to the neighboring properties.
  - (2) The applicant shall ensure that the wells and tanks are of the minimum size required to satisfy present and future functional requirements to mitigate visual impacts.
  - (3) Low profile tanks shall be utilized and shall be installed in the least visible manner possible.
  - (4) All tanks and equipment shall be painted to blend-in with the surrounding landscape.
- i. Air quality.
- (1) The applicant shall participate in any required Environmental Protection Agency (EPA) air quality monitoring and/or testing by allowing EPA to install equipment on site for said monitoring and testing.
  - (2) The applicant shall install and operate an emissions control device (ECD) capable of reducing Volatile Organic Compound (VOC) emissions on the subject oil and gas equipment in accordance with Colorado Oil and Gas Conservation Commission (COGCC) and/or the Colorado Department of Public Health and Environment (CDPHE) rules and regulations.
  - (3) The applicant shall submit to the Town copies of all air emissions reporting as required by the COGCC and/or the CDPHE's Air Pollution Control Division.
- j. Water quality.
- (1) The applicant shall ensure that any hydrocarbon discharges from the site comply with all state and federal water quality requirements.
  - (2) The applicant shall provide test results from Groundwater Baseline Sampling and Monitoring required by COGCC Rule 318A.e(4) to the Town. (condition updated 10/28/13 to reflect updated COGCC rule)
- k. Emergency containment. The secondary containment berm surrounding all storage vessels shall be designed and constructed to contain a minimum of 110% of the volume of the largest vessel located within the containment area or to State of Colorado standards, whichever requirements are more stringent.
- l. Waste disposal. The applicant shall submit to the Town copies of all waste management reports as required by the COGCC and/or the CDPHE rules and regulations.
- m. The following certification blocks shall be included on the Drilling and Site Improvement Plans:
- (1) A signed owner's acknowledgement certification block.
  - (2) A signed drilling operator's acknowledgement certification block.
- n. The following notes shall be included on the Drilling and Site Improvement Plans:
- (1) The applicant shall comply with all rules and regulations of the Colorado Oil and Gas Conservation Commission (COGCC).
  - (2) The applicant shall comply with all rules and regulations of the Colorado Department of Public Health and Environment (CDPHE).
  - (3) The applicant shall maintain on-going compliance with all conditions of the Town and Windsor-Severance Fire Rescue.
  - (4) The facilities shall be kept clean and otherwise properly maintained at all times.
  - (5) The existing access may be utilized for oil and gas well activities. This access point is temporary and will be required to be removed at such time that permanent access is available in the future.
2. The applicant shall address and comply with the conditions of Windsor-Severance Fire Rescue.

Ms. Melendez asked if the previously approved wells have been drilled, and if all will be drilled at one time. Ms. Hartnett responded one well has been drilled, and data generated from that operation will determine how quickly additional drilling will take place. She noted the State encourages multiple drilling at a single pad. Ms. Hartnett also clarified the amount of equipment on site is directly proportional to the amount of drilling taking place. Mr. Morgan inquired if safety requirements change based upon the number of drill sites. Ms. Hartnett responded they do not. She also stated the conditions of the CUG are acceptable.

**Ms. Melendez moved to close the public hearing; Mr. Baker seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

7. Conditional Use Grant for oil and gas well facilities in the Residential Mixed Use (RMU) zoning district – Water Valley West Subdivision, Lot 4 – Raindance SESW - Shannon Hartnett, Great Western Operating Company, LLC, applicant/Martin Lind, Raindance Aquatic Investments, property owner

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Mr. Morgan moved to approve the Conditional Use Grant; Ms. Melendez seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

8. Public Hearing - Conditional Use Grant for oil and gas well facilities in the Residential Mixed Use (RMU) zoning district – Water Valley West Subdivision, Lots 4 & 5 – Raindance SESE - Shannon Hartnett, Great Western Operating Company, LLC, applicant/Martin Lind, Raindance Aquatic Investments, property owner

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Mr. Bishop-Cotner moved to open the public hearing; Mr. Baker seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nays – None. Motion passed.**

Mr. Olhava began by stating the applicant, Great Western Operating Company, LLC, is requesting conditional use grant approval to drill six (6) oil and gas wells on Water Valley West Lot 4 and 5 (Raindance SESE Pad Site). Drilling operations will use the same access road as the adjacent Tekton site. The applicant has obtained permits for the wells from the Colorado Oil and Gas Conservation Commission (COGCC). He pointed out items of specific concern including structures on the site, landscape requirements, location, zoning, and floodplain considerations, noting a drilling improvement plan will also be reviewed and will address issues including dust mitigation, screening, tracking pad requirements and other details. He reviewed the notification process for this project, again noting good turnout at a Neighborhood Meeting held on 4/3/2014, with significant information exchange between the applicant and those in attendance. At their 5/21 meeting, the Planning Commission forwarded a recommendation of approval, subject to the conditions stated in the previous Public Hearing presentation.

Mr. Olhava concluded by stating staff recommends approval of the conditional use grant subject to the same conditions as those delineated in the previous Board Action Item. Mr. Baker asked for clarification of the drilling location and tank placement with respect to the Town water tanks. He inquired if special considerations were appropriate considering the proximity to the Town water storage facility, and if drilling would take place under the storage tanks. Mr. Olhava responded the State had no additional requirements. Mr. Scot Donato, Regulatory Manager for Great Western Operating Company addressed the Board, confirming there are no known State

restrictions in addition to those reported by staff. He added any potential for spill would be greater at the storage facility to the west. Ms. Hartnett noted well heads are checked daily by Great Western staff, and verified drilling would in fact take place several thousand feet below the tanks.

Mr. Morgan inquired if stability of the soil in the area is a concern. Mr. Donato noted engineers review that information prior to drilling, as a level and stable subsurface is imperative. Mr. Wagner also responded activity on the site should have no effect on the water tanks. He explained the soil is over-excavated by about five feet then filled with structural material prior to setting the tanks in place. Mr. Wagner stated projected storage at the site once the second tank is complete should be adequate for many years, but added there is enough additional room for another tank if the need arises. Mr. Arnold reminded Board Members there is already drilling activity at a site closer to the storage tanks than this one. Mr. Adams asked for clarification of screening at the site. Ms. Hartnett stated screening will be utilized on the north side as well to mitigate sound. Ms. Melendez asked for the general sentiment of participants at the neighborhood meeting. Mr. Donato responded mostly curiosity, wanting answers to questions, and relief that County Road 13 will not be used for access to the site. He noted hay bales are scarce and present challenges structurally; so using them for screening is not feasible. He added screening walls are preferable and that option has been discussed with the Planning Commission. Mr. Donato stated, otherwise the conditions of approval are acceptable.

**Ms. Melendez moved to close the public hearing; Mr. Baker seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

9. Conditional Use Grant for oil and gas well facilities in the Residential Mixed Use (RMU) zoning district – Water Valley West Subdivision, Lots 4 & 5 – Raindance SESE - Shannon Hartnett, Great Western Operating Company, LLC, applicant/Martin Lind, Raindance Aquatic Investments, property owner

- Quasi-judicial action
- Staff presentation: Josh Olhava, Associate Planner

**Ms. Melendez moved to approve the Conditional Use Grant; Mr. Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:**

**Yeas – Baker, Morgan, Melendez, Bishop-Cotner, Adams**

**Nayes – None. Motion passed.**

10. Review of enclave and pending oil/gas activity on property located west of and adjacent to County Line Road (WCR 13); approximately 1¼ miles south of Main Street (SH 392)

- Staff presentation: Joe Plummer, Director of Planning

Mr. Arnold asked Board Members to think about this issue giving special consideration to HB1371. Mr. Plummer began by reminding Board Members there will at some point be drilling operations at this site along County Line Road. Since this site is not annexed into the corporate limits of the Town of Windsor, but has existed as an enclave since 1998, Conditional Use Grant regulations normally imposed at drilling sites by the Town will not apply at this location. He urged the Board to consider if annexation of this parcel is desired. Ms. Melendez inquired if the property owners have been approached regarding annexation. Mr. Plummer responded he has not spoken with them in a dozen or more years, but they were notified in the past. Mr. Baker asked if time is a factor in this decision. Mr. Arnold responded there is some time before drilling begins, but an exact timetable is not available. He noted staff will develop a side-by-side comparison of State restrictions and those of the Town regarding drilling. Mr. Plummer clarified the site is forty acres of unimproved property.

11. Review draft 2014-2016 Strategic Plan

- Staff presentation: Kelly Unger, Management Assistant

Ms. Unger recapped the 2014-2016 Strategic Planning process and timeline moving forward, noting recent minor modifications. She reported the top three tag-lines were included in the information packet for Board consideration. Ms. Unger pointed out upcoming dates that might be good opportunities for community outreach, and shared plans to seek adoption of the plan by September. Mr. Baker stated discrepancies in the past with school schedules, and asked staff to try to work around those dates.

#### **D. COMMUNICATIONS**

1. Communications from the Town Attorney  
Mr. McCargar reminded the appointment of the Liquor License Authority will expire in the near future, and inquired as to how to proceed. He will arrange for detailed reports of activities of the Authority and will forward that information to the Board for review, and will schedule additional discussions if desired by the Board.
2. Communications from Town Staff  
There were no additional communications from staff.
3. Communications from the Town Manager  
Mr. Arnold noted the river is receding, but some road closures will remain in effect for a few days. He cautioned Board Members that additional flooding may occur, but staff is monitoring the situation closely. He reminded Board Members of upcoming compensation study discussions, noting a new consultant will do this year's review. Mr. Arnold also recapped the schedule of upcoming work sessions, noting August will be busy.
4. Communications from Town Board Members  
Mr. Baker raised concerns about signage at crosswalks along County Road 5 near the ice rink. Staff will investigate. Mr. Adams thanked the Mayor and those who attended Memorial Day services. He also reminded Board Members of a \$20,000 donation from Great Western Oil & Gas to Tozer Primary School, and expressed thanks to those in attendance for their patience with his first attempt at chairing a Board Meeting.

#### **E. ADJOURN**

**Mr. Bishop-Cotner moved to adjourn; Mr. Baker seconded the motion. All members voted yes. The meeting was adjourned to 8:46 p.m.**

  
Deputy Town Clerk