



TOWN BOARD REGULAR MEETING

August 11, 2014 - 7:00 P.M.

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

MINUTES

A. CALL TO ORDER

1. Roll Call Mayor

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

Also present:

Town Manager	Kelly Arnold
Town Attorney	Ian McCargar
Chief of Police	John Michaels
Director of Finance	Dean Moyer
Director of Parks, Recreation & Culture	Melissa Chew
Director of Planning	Joe Plummer
Director of Engineering	Dennis Wagner
Director of Human Resources	Mary Robins
Management Assistant	Kelly Unger

2. Pledge of Allegiance

Town Board Member Rose 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 Baker motioned to approve the agenda as presented; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

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

Nayes – None. Motion passed.

4. Board Liaison Reports

- Town Board Member Baker – Water & Sewer Board
Mr. Baker stated that he has no update because there has not been a meeting. The next meeting is August 13, 2014 at 6:30 am at Town Hall.
- Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
Mr. Morgan first discussed the Parks, Recreation & Culture meeting where at the meeting there was a strategic plan discussion. At this point the main focus is on the ballot question this November for the Recreation Center expansion. There were also some good questions regarding oil and gas impacts and set back that are in place. Great Western Trail Authority met last Thursday and discussed damage to trail that occurred from run off from the heavy rains and flooding. GWTA had to incur additional expenses to fix those issues and they also had unplanned costs from additional weed issues. Their resurfacing efforts have been very good and the trail is passable in many places.
- Town Board Member Melendez – Downtown Development Authority; Chamber of Commerce
Ms. Melendez stated that there have been no meetings since her last report. However, the Downtown Development Authority would like to invite everyone to their event on Saturday

August 23rd. The event is Salsa on 5th from 5:30 pm until 7:30 pm where there will be music, dancing, and a beer and margarita garden.

- Town Board Member Rose – Clearview Library Board
Mr. Rose stated that the Board met 2 weeks ago and from that meeting he learned that the Bookmobile will be in the Severance Day parade on August 16th, as well as the Harvest Festival event on both August 31st and September 1st. The Bookmobile will also be in the Labor Day parade. Mr. Rose reported that the library just completed their annual audit which showed that everything is in good shape. The Library Board is educating themselves about the process of building a new library should they choose to go that route. Last, the library has applied for the Early Literacy grant from the State of Colorado.
- Town Board Member Bishop-Cotner – Historic Preservation Commission; North Front Range/MPO alternate
Mr. Bishop-Cotner stated that the Historic Preservation Commission will meet this Wednesday, August 13th.
- Town Board Member Adams – Poudre River Trail Corridor Board; Tree Board; Student Advisory Leadership Team (SALT)
Mr. Adams first discussed the Poudre River Trail Corridor Board which met last Thursday. Per the trail manager there was a lot of damage done by heavy rain, but it is under control now. Poudre River Trail Challenge is Saturday, September 20th from 10:00 am until 1:00 pm. SALT meets this Thursday, August 14th at 6 pm and the Tree Board meets Tuesday, August 26th
- Mayor Vazquez – Windsor Housing Authority; North Front Range/MPO
Mayor Vazquez stated that the Housing Authority meets next week and there has not been an MPO meeting since the Mayor's last update.

5. Presentation of Our Lands Our Future award – Melissa Chew

Ms. Chew and Jenna MacKenzie of Logan Simpson Design, Inc., explained the award and presented them to the Town Board.

6. Public Invited to be Heard

Mayor Vazquez opened the meeting for public comment to which there was none.

B. CONSENT CALENDAR

1. Minutes of the July 28, 2014 Regular Town Board Meeting – P. Garcia
2. Report of Bills for July 2014 – D. Moyer

Town Board Member Melendez motioned to approve the Consent Calendar as presented; Town Board Member Baker seconded the motion. Roll call on the vote resulted as follows:

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

C. BOARD ACTION

1. Town Sponsored Event Request – Footsteps to Hope

- Staff presentation: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture

Ms. Chew explained the event and how the sponsorship by the Town Board would work. The cost of the sponsorship is \$1,750.

Town Board Member Adams motioned to approve the support the Footsteps to Hope event ; Town Board Member Melendez seconded the motion. Roll call on the vote resulted as follows:

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

Town Board Member Rose asked to be recused on items C2 and C3 due to a conflict of interest.

2. Public Hearing for Subject Property Mineral Owners – Falcon Pointe Business Park Subdivision – 392 Ventures, LLC, Christopher D. Ruff, Manager
 - Legislative Action
 - Staff representative: Joe Plummer, Director of Planning

Town Board Member Melendez motioned to open the public hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows:

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

Mr. Plummer explained this item is an informational item only. That the purpose of the present public hearing is for notification of the pending development to be sent to the affected mineral owners and/or lessees and as such, this public hearing is being held solely for 392 Ventures, LLC to receive any comments from mineral owners and/or lessees on the proposed development, and therefore no action is required on the part of the Town Board.

Mr. McCarger asked Mr. Ruff if every mineral owners and/or lessees on the proposed development were properly notified. Mr. Ruff stated that they had been. Mr. McCarger asked that the record is clear that no one was missed

Town Board Member Melendez motioned to close the public hearing; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

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

3. Resolution No. 2014-44 – A Resolution Approving One No-Surface Occupancy Oil and Gas Lease, and Related Terms, between the Town of Windsor, Colorado, and Extraction Oil & Gas, LLC, and Authorizing the Mayor to Execute the Same (24.32018 NET MINERAL ACRES, in part of the Northeast Quarter of Section 21, Township 6 North, Range 67 West, in Weld County, Town of Windsor)
Super-majority vote required
 - Legislative Action
 - Staff presentation: Ian McCargar, Town Attorney

Mr. McCarger presented the proposal to the Town Board highlighting the important details. Staff recommended approval of the Oil & Gas lease as presented.

Town Board Member Melendez motioned to approve the Oil & Gas lease; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows:

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

Town Board Member Rose returned to Chambers

4. Pursuit of Local Landmark Designation – Eaton House; Town of Windsor Museum
 - Staff presentation: Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture

Ms. Chew introduced Andrew Dunehoo, the new Art and Heritage Manager for the Town of Windsor.

Ms. Chew asked for direction from the Town Board regarding the Eaton House and its possible preservation.

Consensus from the Town Board to proceed with the structural assessment and for staff to present this assessment with recommendations to the Town Board when ready.

6. FPPA Member Contributions to Statewide Defined Benefit Plan
 - Staff presentation: Mary Robins, PHR, IPMA-CP, Director of Human Resources

Ms. Robins asked the Town Board to consider approving an increase in the employee portion of their FPPA retirement account.

**Town Board Member Morgan motioned to approve the 2% rate increase; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows:
Yeas – Baker, Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez
Nays – None. Motion passed.**

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCarger pointed out Chairman Schick's request as Planning Commission Chairman for the Town Board to appoint a liaison. The Town Board had stopped appointing a liaison because Mr. McCarger was concerned about the possibility of the Town Board Liaison hearing a quasi-judicial case at a Planning Commission meeting and this would interfere with the quasi-judicial process.

Mr. Morgan asked if the Town Board liaison could recuse themselves before any quasi-judicial cases were heard before Planning Commission. Mr. McCarger replied that this would be a reasonable course of action.

Mr. Bishop-Cotner expressed interest in the liaison position and would volunteer for additional training as needed.

Ms. Melendez stated she thought that the Town Board might want to rethink this and possibly reappoint a liaison.

Consensus was reached to have Mr. McCarger bring this item forward to a future meeting along with a resolution to approve should they choose to appoint someone.
2. Communications from Town Staff

Chief Michaels – no report. Chief Michaels was thanked by the Town Board for the National Night Out event which took place last week. The event was well attended and enjoyed by all who attended.

Management Assistant Kelly Unger reminded the Town Board that next Monday (8/18) is the Town Hall meeting on the Strategic Plan and all department heads will be present. Ms. Unger will send Town Board members a detailed e-mail soon.

3. Communications from the Town Manager

Mr. Arnold informed the Board that at the meeting two weeks from tonight (8/25) there will be a review of compensation study that was recently conducted. At this time it appears as though the Town of Windsor employees are in line with other agencies.

Mr. Arnold also addressed the upcoming Labor Day weekend events in Windsor. Mr. Arnold will supply Town Board members with parade plans, booth plans, etc. very soon.

4. Communications from Town Board Members

Town Board Member Adams attended 5 different events on National Night Out and commended Chief Michaels and his officers, they did a great job. Along with the Fire Department and ambulance the event was well attended.

Town Board Member Melendez thanked three hosts for National Night Out and noted it was a great event. Ms. Melendez asked for clarification on the community and neighborhood park program. Town Manager Arnold answered that the Parks master plan will be studied and discussed in 2015. Ms. Melendez asked when we would have the flashing signal lights discussion. Per Mr. Arnold it will be put on a future agenda.

D. ADJOURN

Town Board Member Bishop-Cotner made a motion to adjourn the meeting; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows:

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

The Regular Meeting was adjourned at 8:19 p.m.



Bruce Roome, Deputy Town Clerk