



**TOWN BOARD REGULAR MEETING**  
April 13, 2015 - 7:00 P.M.  
Town Board Chambers  
301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

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Minutes

A. CALL TO ORDER

Roll Call Mayor Vazquez called the meeting to order at 7:04 p.m.

- |                     |                        |  |
|---------------------|------------------------|--|
| 1. <u>Roll Call</u> | Mayor<br>Mayor Pro Tem | John Vazquez<br>Myles Baker<br>Christian Morgan<br>Jeremy Rose<br>Robert Bishop-Cotner<br>Ivan Adams<br>Kristie Melendez |
|---------------------|------------------------|--|

Also present:	Town Manager Town Attorney Town Clerk/Assistant to Town Manager Communications/Assistant to Town Manager Chief of Police Director of Economic Development Director of Engineering Director of Public Works Director of Parks, Recreation & Culture Assistant Town Attorney/ Town Prosecutor	Kelly Arnold Ian McCargar Patti Garcia Kelly Unger John Michaels Stacy Johnson Dennis Wagner Terry Walker Melissa Chew Kim Emil
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2. Pledge of Allegiance  
**Town Board Member 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  
**Town Board Member Melendez 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, Rose, Morgan, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.**
4. Board Liaison Reports
  - Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate  
Mayor Pro Tem Baker reported that the Water & Sewer Board had met April 8, 2015 to regroup on issues discussed last month including native water supplies, reducing landscape standards and how to pay for the water supply.
  - Town Board Member Morgan – Parks, Recreation & Culture (PRcAB); Great Western Trail Authority

Town Board Member Morgan reported that PReCAB had met April 7, 2015 at which they approved two resolutions; one was for Healthy Lungs at Play Day and the other was adopting a policy regarding private or for-profit enterprises that use the Community Recreation Center for financial gain. A second part of the policy, which is being discussed further, revolved around the for-profit activities in outdoor parks. Mr. Morgan did not have an update for the Great Western Trail Authority.

- Town Board Member Melendez – Downtown Development Authority (DDA); Chamber of Commerce

Town Board Member Melendez reported that the DDA would be meeting on Wednesday at 7:30 am in the first floor conference room. She stated that the Chamber of Commerce met on Wednesday at which they discussed various items including the new mission statement. Ms. Melendez also provided dates for upcoming Chamber sponsored events.

- Town Board Member Rose – Clearview Library Board

Town Board Member Rose stated the library has outgrown their current facilities and is looking for prospective locations for a new building; they are considering all options.

- Town Board Member Bishop-Cotner – Historic Preservation Commission (HPC); Planning Commission

Town Board Member Bishop-Cotner stated the Planning Commission had discussed parking requirements and the amount of parking needed for the recreation center expansion. Mr. Bishop-Cotner was not able to attend the HPC meeting.

- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board (PRTCB)

Town Board Member Adams stated he was not able to attend the PRTCB meeting and noted that the Tree Board was busy with Arbor Day preparation.

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

Mayor Vazquez reported that the Windsor Housing Authority would be meeting on Tuesday and that he was not able to attend the last meeting of the MPO.

5. Proclamation – Arbor Day – J. Vazquez

Mayor Vazquez read the proclamation.

6. Invited to be Heard

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

B. CONSENT CALENDAR

1. Minutes of the March 23, 2015 Regular Town Board Meeting – P. Garcia
2. Resolution No. 2015-23 - A Resolution Approving an Easement Agreement Between the Town of Windsor and Randall Hocking Regarding the Construction and Operation of a Floodwater Mitigation Structure Within the BH Eaton Ditch – D. Wagner
3. Resolution No. 2015-24 - A Resolution Approving an Easement Agreement Between the Town of Windsor and Philip G. Yastrow Regarding the Construction and Operation of a Floodwater Mitigation Structure Within the BH Eaton Ditch – D. Wagner
4. Resolution No. 2015-25 - A Resolution Approving a License Agreement for the Installation of a Flood Control Structure Between the BH Eaton Ditch Company and the Town of Windsor, Colorado, and Authorizing the Director of Engineering to Execute Same on the Town's Behalf – D. Wagner
5. Report of Bills - March 2015 – D. Moyer

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

C. BOARD ACTION

1. Harvest Festival - Long Form Grant Application

- Applicant presentation: Casey Johnson, Harvest Festival Chairman

Casey Johnson reviewed the application noting the fund request of \$21,381 which includes an additional \$10,000 for a larger band in honor of Windsor's 125<sup>th</sup> anniversary celebration.

The Town Board Members discussed the larger band and the potential needs for additional advertising, security and traffic control.

Town Board Member Bishop-Cotner brought forward questions regarding the Harvest Festival budget and asked what the difference would be from last year and how the Festival has improved.

Mr. Johnson stated that they are increasing the amount of amusements and increasing the number of bands over the Labor Day weekend.

The Town Board discussed the paperwork that was submitted and inquired when the last time there had been a change on the board.

Mr. Johnson reported it has been about six years since there had been a change on the board.

Staff noted that the Harvest Festival is requesting support of the standard sponsorship package which is \$1,750 along with an additional request of \$21,381; \$5,000 from the 125<sup>th</sup> Anniversary budget and the balance of \$16,381 coming from the Outside Agency Fund.

The Town Board discussed the opportunity for partnerships and recommended the Harvest Festival board meet with the Parks, Recreation and Culture Board as they could be a great resource.

Town Board Member Bishop-Cotner stated that the Town Board needs to see growth every year.

Town Board Member Adams requested additional golf carts be available for those attendees who cannot walk around the entire park.

Mayor Vazquez requested to have additional handicapped parking spots available.

Town Board Member Rose stated that he does not believe that bringing in a larger band is a magic fix; the quality and quantity of the vendors is the draw.

**Town Board Member Adams motioned to approve the request as presented; Mayor Pro Tem Baker seconded the motion.**

Town Board Member Morgan stated he struggles with correlating the larger band with people attending due to the 125<sup>th</sup> anniversary.

Mayor Vazquez offered that a larger name band could draw people to Windsor who have never been here before.

**Roll call on the vote resulted as follows: Yeas – Baker, Rose, Morgan, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.**

2. Shawn Patrick's, Lures 4 Laney - Town Sponsored Event Request

- Applicant Presentation - Tim Bowers, iheartmedia

The applicants presented the request and noted that the event is being held in honor of Delaney (Laney) Wadsworth, who was diagnosed with an inoperable brain tumor called Diffuse Intrinsic Pontine Glioma (DIPG) who passed away days before her 4th birthday in March of 2011.

The event "Lures 4 Laney," is a fishing event designed for families to enjoy a summer day at the lake while raising money to help other kids battling cancer. The event includes live music, family entertainment, a petting zoo, face painting, crafts, food vendors, auctions, and other family oriented games and activities.

This will be the third annual "Lures 4 Laney" with the other two events raising nearly \$20,000 for children's cancer research. This year's charity recipient will be St. Jude's Children's Research Hospital in Memphis, TN.

iheartmedia, the organizing committee for Lures for Laney, has requested Town Sponsorship to host their 2015 event at Boardwalk Park on Saturday, July 11, 2015, with estimated attendance of approximately 500 participants. Booths and activities and music; fishing will be on the pier on the west side of the lake. The sponsorship package is valued at \$1,750 per day.

In return for event sponsorship, the approved Town of Windsor logo will be present on all print material including flyers, newspaper advertisements, press-releases, and mentioned in any and all broadcast and web media.

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

3. Ordinance No. 2015-1495 - An Ordinance Annexing Certain Real Property Pursuant to the Enclave Annexation Powers Granted Municipalities Under the Colorado Municipal Annexation Act of 1965

*Super-majority vote required for adoption on second reading*

- Second reading
- Legislative action
- Staff presentation: Ian D. McCargar, Town Attorney

**Town Board Member Adams motioned to approve Ordinance No. 2015-1495, An Ordinance Annexing Certain Real Property Pursuant to the Enclave Annexation Powers Granted**

**Municipalities under the Colorado Municipal Annexation Act of 1965 second reading; Mayor Pro Tem Baker seconded the motion.**

Town Attorney McCargar presented the ordinance noting it is final adoption of the VIMA annexation to the Town of Windsor. The enclave consists of approximately 7.278 acres and is located on the north side of Eastman Park. The majority owner of the property has made the request for annexation and has been part of the process. There have been no changes to the ordinance since first reading and all notification requirements based on state law have been met.

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

**Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.**

4. Resolution No. 2015-26 – Being a Resolution Appropriating Additional Sums to Defray Expenses in Excess of Amounts Budgeted for the Town of Windsor, Colorado for 2014
  - Legislative action
  - Staff presentation: Dean Moyer, Director of Finance

**Town Board Member Melendez motioned to approve Resolution No. 2015-26; Town Board Member Bishop-Cotner seconded the motion.**

Director of Finance Moyer stated that the resolution is a housekeeping resolution that is done each year to supplement the previous year's budget. Mr. Moyer acknowledged that there are items that do not get included in the budget and the Town Board will be considering the supplemental budget for 2014 in order to keep the Town in compliance with auditors and state budget law.

Mr. Moyer reviewed the resolution and related revenues and expenditures; it was noted that the resolution will be adjusting revenue by \$5.1M and expenditures around \$4.7M.

Mr. Moyer recommended approval of the resolution as presented.

**Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Rose, Melendez, Bishop-Cotner, Adams, Vazquez; Nays – None; Motion passed.**

5. February 2015 Financial Report
  - Legislative action
  - Staff presentation: Dean Moyer, Director of FinanceDirector of Finance Moyer reviewed the financial report included in the town board packet and noted that February was the highest collection on record based on the original 3.2% sales tax collections. Mr. Moyer went on to review the revenues and expenditures contained in the report.

D. COMMUNICATIONS

1. Communications from the Town Attorney

No communications.

2. Communications from Town Staff

No communications.

3. Communications from the Town Manager

Town Clerk/Assistant to Town Manager Garcia reviewed the Strategic Plan-Action Plan update that was included in the packet materials and stated that the next update will be coming in July, 2015. Town Manager Arnold reviewed the upcoming work session topics including LED street lighting, traffic signals and street light poles on Main Street.

5. Communications from Town Board Members

Mayor Vazquez inquired about the intersection of SH257 and Eastman Park Drive and if that would be a good location for an over-sized roundabout. Town Manager Arnold stated that Director of Engineering Wagner has a meeting with CDOT this week at which time he can get the scope; the big question is how much money the Town Board is willing to spend.

Town Board Member Adams requested that the crossing at CR13 for the Poudre River Trail be included as a work session topic next week.

E. EXECUTIVE SESSION

An executive session pursuant to § 24-6-402 (4) (b), C.R.S., to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions. (Charter language; Ian D. McCargar)  
**Town Board Member Melendez motioned to go into an executive session pursuant to § 24-6-402 (4) (b), C.R.S., to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions. (Charter language; Ian D. McCargar); 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.**

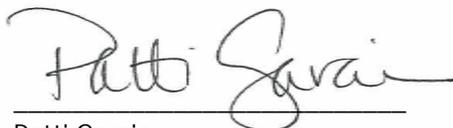
The Town Board moved into Executive Session at 8:44 p.m.

**Town Board Member Bishop-Cotner made a motion to return to the regular meeting at 9:51 p.m.; Town Board Member Morgan 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 Executive Session was closed and the Town Board returned to the Regular Meeting.

F. ADJOURN

Upon a motion duly made, the meeting was adjourned at 9:51 p.m.



Patti Garcia  
Town Clerk/Assistant to the Town Manager

