



TOWN BOARD REGULAR MEETING
September 14, 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.

MINUTES

A. CALL TO ORDER

Mayor Vazquez called the regular meeting to order at 7:02 p.m.

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

Also Present:	Town Manager Town Attorney Town Clerk/Assistant to Town Manager Director of Public Works Utility Foreman Deputy Town Clerk	Kelly Arnold Ian McCargar Patti Garcia Terry Walker Charwon Walter Krystal Eucker
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2. Pledge of Allegiance
Town Board Member Adams 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. Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Rose, Melendez, Vazquez, Adams; Nays- None; Motion passed.
4. Tozer Primary Enrichment Students Presentation – Tammy Randle
Tozer Primary Enrichment Students presented a book to Mayor Vazquez that they wrote which represents their dreams for the community and dedicated the book to their class volunteer and helper, Ivan Adams.
5. Proclamation - William Baer Day
Mayor Vazquez read the proclamation.
6. Board Liaison Reports
 - Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate
Mayor Pro Tem Baker has no report
 - Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority
Town Board Member Morgan reported Parks, Recreation and Culture meet with Skyview Elementary and discussed the outdoor classroom project that is inspired by Jane Goodall’s

Roots and Shoots program. PRECaB approved a motion to support Skyview Elementary on the \$60,000 grant application. Discussion with staff concluded this would not interfere with any other projects that the town may be pursuing.

Mr. Morgan reported the Great Western Trail Authority hosted a 5k run; Running with the Bulls. Anticipated entries for the event were about 15 but 63 entries were submitted. Also the Great Western Trail Authority will be resubmitting a grant application to the Colorado State Trails Grant program for \$200,000 which is the second piece of the grant that was not awarded previously.

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

Town Board Member Melendez reported the DDA meets September 16, 2015 at 7:30 a.m.

Ms. Melendez reported the Chamber of Commerce met on September 2, 2015 with discussion revolving around Windsor Wonderland scheduled for December 5, 2015. There is also discussion on adding a golf tournament to the list of events for next year.

- Town Board Member Rose – Clearview Library Board

Town Board Member Rose reported the majority of the discussion at the last meeting was on relocating the library. The Library Board was unanimously in favor of moving forward with the three partners. The Library Board reviewed their financials and there are no concerns at this time.

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

Absent-No Report

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

Town Board Member Adams had no report.

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

Mayor Vazquez had no report.

7. Invited to be Heard

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

8. Acknowledgement of Charwon Walter's Presentation to American Public Works Association – T. Walker

Director of Public Works Terry Walker reported on the American Public Works Association Conference that was attended by himself and Utility Foreman Charwon Walter. The conference took place in Phoenix, AZ.

Mr. Walter has been an employee of the Town of Windsor Public Works department for 25 years. Mr. Walter initiated discussion with Mr. Walker regarding furthering his employment with the Town of Windsor and it was suggested by Mr. Walker to work with the Donald C. Stone Center.

Mr. Walter presented his journey with the Donald C. Stone center to obtain his Public Works Manager credentials. Mr. Walter completed training courses, documented his progress, completed operating procedures and budgets for five selected activities while working with a mentor. Mr. Walters improved his final test score 33 points from the pre-test and obtained the Public Works Manager (PWM) credentials.

Mr. Walker added Mr. Walter was one of two individuals that were selected to speak at the American Public Works Association Conference.

B. CONSENT CALENDAR

1. Minutes of the August 24, 2015 Regular Town Board Meeting – K. Eucker
2. Report of Bills August 2015 – D. Moyer

Town Board Member Adams motioned to approve the Consent Calendar as presented; Town Board Member Melendez seconded the motion. Roll Call on the vote as follows: Yeas –Baker, Morgan, Rose, Melendez, Vazquez, Adams; Nays-None; Motion passed.

C. BOARD ACTION

1. Ordinance No. 2015-1506 – An Ordinance Repealing Article XII of Chapter 2 of the Windsor Municipal Code Concerning Conduct of Municipal Mail Ballot Elections
 - First reading
 - Legislative action
 - Staff presentation: Patti Garcia, Town Clerk/Assistant to Town Manager

Town Board Member Melendez motioned to approve Ordinance No. 2015-1506 – An Ordinance Repealing Article XII of Chapter 2 of the Windsor Municipal Code Concerning Conduct of Municipal Mail Ballot Elections; Town Board Member Adams seconded the motion.

Town Clerk Patti Garcia presented an ordinance regarding the conduct of mail ballot elections. Since Windsor began conducting mail ballot elections in 2008, the Clerk's office would create a mail ballot election calendar based on information from four areas; Colorado Revised Statutes Title 1 and 31, the Municipal Charter and the Municipal Code. A solution to having to refer to both Title 1 and 31 was found through the 2014 legislative session in the form of House Bill 14-1164 which created a section in the Revised Statutes for municipal mail ballot elections. This new section will allow a more efficient and effective mail ballot calendar if adopted by the Town Board.

With the new mail ballot timeline, the first date to circulate nomination petitions would be January 1, 2016 and petitions would be due January 25, 2016 with an election date of April 5, 2016 for the Mayoral Seat and Districts 1, 3 and 5.

In order to simplify the election process and provide an efficient and consistent method of election administration, the best course of action would be to follow the Windsor Charter which states at 6.1 that "Town elections shall be governed by the State Statutes contained in the Colorado Municipal Election Code . . ." and refer to Title 31, Article 10 of the Colorado Revised Statutes for the conduct of mail ballot elections.

Roll Call on the vote as follows: Yeas –Baker, Morgan, Rose, Melendez, Vazquez, Adams; Nays-None; Motion passed.

2. Resolution No. 2015-56 – A Resolution Authorizing the Assignment of the Town’s Private Activity Bond Allocation for 2015 to the Housing Authority of the City of Loveland, Colorado; Providing other Details in Connection Therewith; and Providing an Effective Date
 - Legislative action
 - Presentation: John Moore, Windsor Housing Authority and Sam Betters, Loveland Housing Authority

Mayor Pro Tem Baker motioned to approve Resolution No. 2015-56; Town Board Member Melendez seconded the motion.

John Moore along with and Sam Betters wanted to thank the Town of Windsor on their efforts of allocating the Private Activity Bonds from the Town of Windsor to the Housing Authority of the City of Loveland. There is a great need for work force housing as the last Windsor Housing Authority Board report on August 28, 2015 showed 331 people on the waiting list for Windsor Meadows.

Mr. Baker inquired if the allocation is yearly.

Mr. Arnold stated this is the first year the allocation has been received by the town.

Mr. Baker inquired if this is what we use the allocation for, is that all that it can be used for in the future.

Mr. Betters stated the State of Colorado gets an allocation of \$95.00 per capita. The state allocates a portion of it to communities with a threshold of 20,000 per capita which Windsor has recently surpassed. The state then retains half of the allocation and uses it for those communities that don’t reach the 20,000 per capita level. The bonds can be used for housing or a variety of infrastructure projects as well. It is hard to do projects with the small amount of allocation that the town gets at a little over one million dollars so allocations are sometimes merged together from other communities or Weld County or going to the State and requesting an allocation from the balance of state as well. The advantage of using Windsor’s direct allocation is that a fee has to be paid to use the private activity bonds whether they come from the state, the balance of state or from the direct allocation which is paid directly to the State of Colorado. In this instance where the allocation of the Private Activity Bonds from the Town of Windsor to the Housing Authority of the City of Loveland, the fee is slightly less than if allocations were received through the state balance or state allocation.

Mr. Baker inquired if there is enough funds between the Town of Windsor and the State of Colorado.

Mr. Betters stated there was actually enough prior to this allocation but when the opportunity came to reallocate the bonds to the Loveland Housing Authority, it could possible save some money.

Mr. Arnold inquired if they will receive an inquiry from a group or what the eligible uses are.

Mr. Betters stated there are a number of different types of things the bonds can be used for and housing is one of those. They could also be used if there was a sewer project

that was needed. Mr. Betters stated the firm they use is Sherman and Howard out of Denver and highly recommends finding a firm like that to be able to give solid advice on the Private Activity Bonds.

Mr. Vazquez inquired if there are any plans for senior housing.

Mr. Moore stated Phase II will begin moving dirt next week as they have received permission from the state to write the check for services. Mr. Moore also stated there have been discussion regarding senior housing but the two major hurdles are land and water.

Roll Call on the vote as follows: Yeas –Baker, Morgan, Rose, Melendez, Vazquez, Adams; Nays-None; Motion passed.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar reported on litigation taking place. The eminent domain case is condensing and coming together nicely. A hearing is scheduled for mid-October and if successful we will have the order for possession of the property which will allow the Town of Windsor to go forward with the Law Basin West Tributary project.

The other active case is land use litigation to require some property be site planned before it will be used for the storage of equipment. A preliminary injunction was received from the Weld County District Court that preserves and protects the town's interest. The property owner is going through the site plan process but is taking longer than expected and in the meantime the Town of Windsor is making sure the property is not being misused.

3. Communications from Town Staff

None.

4. Communications from the Town Manager

Mr. Arnold reported next week's work session will include multiple topics including the DDA budget, two groups will be coming in seeking endorsement from the Town Board for GoCo Grant Applications and folks from the Poudre Water Shed will speak on what it may mean for Windsor to participate more actively with that group.

5. Communications from Town Board Members

Mr. Adams commended the staff and committee members that were involved in Harvest Festival. Mr. Adams also commended Mayor Vazquez for participating in the dunk tank booth in support of the Wounded Warriors.

E. ADJOURN

Town Board Member Adams motioned to adjourn; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Rose, Melendez, Vazquez, Adams; Nays-None; Motion passed.

The meeting was adjourned at 7:48 p.m.



Krystal Eucker, Deputy Town Clerk