



TOWN BOARD REGULAR MEETING
February 8, 2016 - 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 Pro Tem Baker called the regular meeting to order at 7:03 p.m.

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

Also Present:	Town Manager	Kelly Arnold
	Town Attorney	Ian McCargar
	Town Clerk/Assistant to Town Manager	Patti Garcia
	Communications/Assistant to Town Manager	Kelly Unger
	Chief of Police	John Michaels
	Director of Engineering	Dennis Wagner
	Director of Planning	Scott Ballstadt
	Director of Parks, Recreation and Culture	Eric Lucas
	Deputy Town Clerk	Krystal Eucker

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, Morgan, Melendez, Bishop-Cotner, Adams; Nays- None; Motion passed.

4. Board Liaison Reports

- Mayor Pro Tem Baker – Water & Sewer Board; North Front Range/MPO alternate
Mayor Pro Tem Baker had no Water & Sewer report.
Mr. Baker reported the MPO had only one item on the agenda that was not an action item.
- Town Board Member Morgan – Parks, Recreation & Culture; Great Western Trail Authority

Town Board Member Morgan reported the Parks Recreation and Culture Board did not meet due to inclement weather.

Mr. Morgan reported the Great Western Trail Authority is working to resolve some issues with the County regarding trail access points on roadways that have become impassable. Also, the Board is planning on getting some survey work done between Severance and Eaton to make the trail continuous. A group called the Northern Colorado Bike and Pedestrian Collaborative that is involved in bike and pedestrian issues meets on March 9, 2016 from 10:00 a.m. – 12:00 pm. at the Windsor Recreation Center.

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

Town Board Member Melendez reported the Chamber of Commerce is changing their meeting and combining the meeting with a board retreat scheduled for February 18, 2016.

- Town Board Member Rose – Clearview Library Board
Town Board Member Rose- Absent
- Town Board Member Bishop-Cotner – Historic Preservation Commission; Planning Commission

Town Board Member Bishop-Cotner reported the Historic Preservation Commission meeting has been cancelled and was not able to attend the Planning Commission meeting.

- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Trail Board finalized the acquisition of some land which needs to be completed by May 1, 2016. The trail board has approved the budget and has also approved \$30,000 for trail improvements.

Mr. Adams reported the Tree Board discussed Arbor Day events. The two events will be held at Tozer Elementary on April 15, 2016 and Mountain View on April 14, 2016. A 5k run/walk has been scheduled for April 16, 2016 at Boardwalk Park.

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

5. Public Invited to be Heard

Mayor Pro Tem Baker opened the meeting up for public comment to which there was none.

B. CONSENT CALENDAR

1. Minutes of the January 25, 2016 Regular Town Board Meeting – K. Eucker
2. Report of Bills for January 2016 – D. Moyer
3. Resolution No. 2016-09 - A Resolution Approving and Accepting a Deed of Dedication for Right of Way within Tract B, Westwood Village Subdivision, Fourth Filing, in the Town of Windsor, Colorado – K. Emil

Town Board Member Melendez motioned to approve the consent calendar as presented; Town Board Member 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

1. Resolution No. 2016-10 - A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Town of Windsor, Colorado for 2015.

- Legislative action
- Staff presentation: Dean Moyer, Director of Finance

Town Board Member Melendez motioned to approve Resolution No. 2016-10; Town Board Member Bishop-Cotner seconded the motion.

Director of Finance Dean Moyer reported at the end of each year a supplemental budget is created as a housekeeping measure to adjust the previous year's budget. When developing the 2015 budget everything that could be foreseen was included based on the information available at the time. During the course of 2015 operations, several events occurred that were not foreseen while preparing the 2015 budget. Some adjustments must now be made in order to keep our budget in compliance with State budget law and auditor requirements.

Mr. Baker inquired if the net supplemental revenue is ultimately additional unexpected revenue. Mr. Moyer stated it is additional revenue.

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

2. Finalize discussion on Town of Windsor I-25/392 IGA and CAC position(s) and desired direction(s)
 - Staff presentation: Kelly Arnold, Town Manager

Town Manager Kelly Arnold stated further discussion on how to proceed with the I25/392 IGA may be beneficial at this time as it is still fresh from the joint work session with the City of Fort Collins on February 2, 2016. At the joint work session, the preferred process from consensus of the group appeared to be:

Step #1: Amend the IGA to allow car dealerships along with any other changes particularly on the Town of Windsor side.

Step #2: Develop and adopt additional design standards for the CAC

Step #3: Develop a subarea plan (or some form) that formulates percentages of use by the CAC area.

The purpose of this discussion is to verify the preferred method with Town Board and then determine the methods of implementing the steps and resources needed.

Mr. Baker opened the discussion to the Town Board.

Town Board members discussed issues concerning amending the IGA but voiced support of amending the IGA with the City of Fort Collins.

Town Board Member comments in part are as follows:

- The IGA needs to have good standards but is conflicted regarding the car dealership.

- Fort Collins wants Windsor to take direction and take the lead with the amendment.
- Revenue sharing percentages may be able to be reevaluated through the amendment process.
- No opposition to amending the IGA.
- Citizen concerns for the amendment include lighting, landscaping, traffic, and noise.
- The IGA and design standards need to be worked on in sync.
- Input from the whole town is needed and not just the surrounding neighborhood.
- Citizens need to have the opportunity to be heard.
- Input from stakeholders and/or professionals would be beneficial.
- There is concern that the work being done may have to carry over to the next Board.

Mr. Baker inquired if anything is on the table to amend.

Mr. McCargar stated Fort Collins requested Windsor make changes that are relevant and Fort Collins will vote on the IGA.

Mr. Baker inquired if there could be specific design standards on specific uses.

Mr. Ballstadt stated that can take place. There is currently a part of the code that specifically addresses large retail establishments or big box store.

Ms. Melendez inquired if it is possible to amend the IGA but be contingent upon the design standards being fully evaluated.

Mr. McCargar stated the amendment can be conditioned any way including the adoption of agreeable standards that work on Windsor's side as well as the Fort Collins side; although that may not give much certainty to the landowner because they are still waiting for that contingency to be met.

Mr. Adams inquired what the master subarea plan percentages actually mean.

Mr. Arnold stated it was the discussion of percentages by use.

Mr. Ballstadt stated the concept would be to limit the percentage of any one particular use within the CAC.

Ms. Melendez inquired if we can move forward with creating design standards and not have the subarea portion completed.

Mr. Arnold stated that is possible.

Mr. Arnold stated time frames need to be thought about when deciding how to proceed which may include a Planning Commission review or public input.

Mr. McCargar reminded the Board that adopting design criteria would require a code amendment which would require Planning Commission and Town Board public hearings; there would be an opportunity for public input through the legislative process.

Mr. Arnold confirmed with the Town Board the work session scheduled for March 7, 2016 to review the amendment and design criteria. At that point it will be decided on how to proceed from there; Planning Commission reviews, public comment, make revisions or start over.

Mr. Arnold stated the revenue sharing component of the IGA was negotiated with the I-25/392 interchange in mind. The interchange would benefit both Fort Collins and Windsor which resulted in an equal partnership for the upfront costs of the interchange at \$1 million each. Windsor does have more potential for development but in considering the partnership on the initial capital and long term benefits, it was settled on 70/30.

3. December 2015 Financial Report
 - Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer provided an overview of the Financial Report

- Sale tax collections of the 3.2 % sales tax for December were \$688,497.
- December 2015 year-to-date gross sales tax increased 4.51% from December 2015.
- Construction Use tax through December is at 105.25% of the annual budget at \$1,980,140.00
- CRC Expansion tax has surpassed the budget for the eleventh consecutive month.
- Single Family Building permit total 285 through December which is up from 242 in December 2014.
- Over 100% of revenue has been collected in all categories except property tax.

D. COMMUNICATIONS

1. Communications from the Town Attorney
Mr. McCargar reminded the Town Board of tonight's executive session.
2. Communications from Town Staff
None
4. Communications from the Town Manager
Mr. Arnold stated Town Hall will be closed for President's day.
An Open House is scheduled for the Comprehensive Plan at the CRC from 4:00 p.m.-7:00p.m. on February 22, 2016 and would like that to be the work session for that night.
The agenda on February 22, 2016 will include the Comprehensive Plan, a Weld County Development Standards review update, traffic signal offer and economic development update.
5. Communications from Town Board Members
None

E. EXECUTIVE SESSION

An executive session pursuant to § 24-6-402 (4)(a), C.R.S., concerning the purchase, acquisition, lease, transfer, or sale of real property, and no members of the Town Board have any personal interests in such purchase, acquisition, lease transfer, or sale – open space (Kelly Arnold and Eric Lucas)

Town Board Member Bishop- Cotner motioned to go into executive session pursuant to § 24-6-402 (4)(a), C.R.S., concerning the purchase, acquisition, lease, transfer, or sale of real property, and no members of the Town Board have any personal interests in such purchase, acquisition, lease transfer, or sale – open space (Kelly Arnold and Eric Lucas); Town Board Member Melendez seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Melendez, Bishop-Cotner, Adams; Nays- None; Motion passed.

Upon a motion duly made, the Town Board returned to the regular meeting at 8:53 p.m.

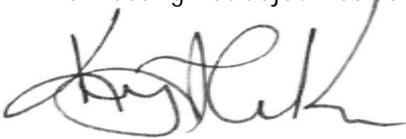
The Executive Session was closed and the Town Board returned to the Regular Meeting.

Upon returning to the regular meeting, Mayor Pro Tem Baker advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Regular Meeting resumed at 8:53 p.m.

F. ADJOURN

Town Board Member Bishop-Cotner motioned to adjourn; 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 meeting was adjourned at 8:53 p.m.



Krystal Eucker, Deputy Town Clerk