



TOWN BOARD SPECIAL MEETING

April 18, 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.

AGENDA

A. CALL TO ORDER

Mayor Pro Tem Baker called the meeting to order at 7:06 pm.

1. Seating of Newly Elected Mayor and Town Board Members

Oath of Office – Patti Garcia, Town Clerk

Ms. Garcia asked Ms. Melendez, Mr. Baker, Mr. Bennett and Mr. Boudreau to stand and raise their right hands as she recited the Oath of Office to which the newly seated responded, “I will.”

2. Roll Call

Mayor
Mayor Pro Tem

Kristie Melendez
Myles Baker
Christian Morgan
Ken Bennett
Brenden Boudreau
Ivan Adams

Also Present:

Town Manager
Town Attorney
Town Clerk/Assistant to Town Manager
Communications/Assistant to Town Manager
Chief of Police
Director of Engineering
Town Prosecutor
Director of Parks, Recreation and Culture
Deputy Town Clerk

Kelly Arnold
Ian McCargar
Patti Garcia
Kelly Unger
John Michaels
Dennis Wagner
Kim Emil
Eric Lucas
Krystal Eucker

3. Pledge of Allegiance

Town Board Member Adams led the pledge of allegiance.

B. DISCUSSION ITEMS

1. Discussion of Mayor Pro-Tem

Ms. Garcia stated the Mayor Pro Tem position is called out in the Charter and does require a two-thirds vote. This position will take the place of the Mayor if they are unavailable.

Mr. Adams nominated Mr. Morgan to the Mayor Pro Tem position.

Mr. Morgan respectfully declined the nomination due to some recent changes and would like to nominate Mr. Baker to the Mayor Pro Tem position.

Mr. Adams commented that he was unaware Mr. Baker could hold that position for another two years.

Mr. McCargar stated Mr. Baker can serve consecutive terms as Mayor Pro Tem.

Ms. Melendez inquired if Mr. Baker is agreeable to server as Mayor Pro Tem for another two years.
Mr. Baker stated it would be an honor to do so again as the last two years have been enjoyable for him.

Ms. Melendez commented that there are some very knowledgeable individuals on the Board that position does call for someone that has had some experience on the Board.

Town Board Adams motioned to nominate Mr. Baker as Mayor Pro Tem; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Boudreau, Adams, Melendez; Nays- None; Motion passed.

2. Advisory Board/Commission liaison responsibilities and assignments

Ms. Garcia stated the various advisory boards have been listed with a brief description of the board and the dates, times and location of the meetings. The advisory board assignments will be a two year commitment.

The consensus of the Board is that they are willing to allow others interested on the board they are currently serving on and opportunity if they wish.

Mr. Baker inquired if the assignments will be made tonight or at a later date.

Ms. Melendez inquired as to the wishes of the board.

Mr. Morgan commented that the appointment should be made tonight.

Ms. Garcia stated generally most Town Board Members serve on two advisory boards.

Ms. Melendez commented that traditionally the Mayor and Mayor Pro Tem serve on the Northern Front Range MPO.

Mr. Morgan suggested the Board Members state what boards they are currently serving on and what boards they would be interested in.

Mr. Baker currently serves on the Water and Sewer Board as well as the North Front Range MPO and is interested in the Great Western Trail Authority, PReCAB or Planning Commission.

Mr. Morgan currently serves on the Great Western Trail Authority and PReCAB and is interested in the Water and Sewer Board as well as Downtown Development Authority.

Mr. Bennett is interested in the Downtown Development Authority, Planning Commission and Windsor Housing Authority.

Mr. Boudreau is interested in the Planning Commission, Downtown Development Authority and Chamber of Commerce.

Mr. Adams is interested in the Tree Board and Poudre River Trail Authority and stated there are projects that have commenced on both boards that he would like to see through fruition.

Ms. Melendez commented that there are some projects with the Downtown Development Authority that she would like to see through to fruition as well.

Mr. Baker and Mr. Adams agree with Mr. Morgan on moving forward tonight with appointments.

Ms. Melendez commented on hearing interest from a one individual on certain boards and would like to make the appointments of those boards.

Mr. Bennett will be appointed to the Windsor Housing Authority and Planning Commission.

Mr. Morgan will be appointed to the Water and Sewer and Clearview Library Board.

Mr. Baker will be appointed to the Great Western Trail Authority and Northern Front Range MPO alternate.

Mr. Boudreau will be appointed to the Chamber of Commerce and Planning Commission alternate.

Mr. Adams will be appointed to the Tree Board and Poudre River Trail Authority.

Ms. Melendez will remain on the Downtown Development Authority and Northern Front Range MPO.

Ms. Melendez stated the incoming District 4 representative will be appointed to PReCab and Historic Preservation Commission.

Mr. Boudreau inquired if it is possible in the future to shuffle around the appointments to fill individual's interest.

Ms. Melendez stated that is possible.

Ms. Garcia inquired how the Board would like to handle advisory board interviews with one idea being assigning certain Town Board Members for a quarter at a time.

Ms. Melendez stated that is what she had in mind as some individuals have volunteered for the interviews on multiple occasions. If Board Members are not available during their quarter Ms. Melendez will be available for interviews as well.

Ms. Garcia inquired if the Town Board would allow the alternate positions on the advisory boards be automatically appointed to full time positions without going through another interview process; senior alternates would have the first opportunity at the full time positions.

Mr. Baker had a concern if the alternate was not what the advisory board thought they would be.

Ms. Melendez likes the idea of the alternate positions filling the full time positions as the alternates are not required to attend every meeting but they do have an understanding of what the advisory board would be working on.

Ms. Melendez confirmed the automatic process of any board having alternate members appoint a senior alternate when a full time vacancy becomes available; the interview process would take place for the alternate position.

Ms. Garcia stated that is correct.

Ms. Melendez commented on Mr. Baker's concern stating if an alternate moved into a full time position and there were concerns, the advisory board itself could address that issue internally.

3. District 4 selection process

Ms. Garcia reported five applications and letters of intent have been received for the District 4 vacancy. All the applicants have been notified that interviews will be held Monday May 2, 2016 starting at approximately 6:15. Town Board would convene at 6:00 pm to review interview questions and interview process. The interviews would then start at 6:15 pm with 30 minute interviews. The selection process is an open process and does not qualify for an executive session. An applicant would then be appointed on May 9, 2016 in time for strategic planning.

One applicant, Dennis Pohl is only available for a 6:15 interview as he has a prior commitment. Applicant names can be drawn to fill the other time slots for the night or place their names in order of when their applications were received.

Ms. Melendez stated there is no reason Mr. Pohl's request couldn't be granted unless there is an object from the Board.

Mr. Adams agrees with Ms. Melendez.

The names drawn in order are:

1. John Moore
2. Paul Rennemeyer
3. Bryon Dormire
4. Jeffrey Logue

Mr. Baker inquired as to when the appointment will be.

Ms. Garcia stated the appointment will be May 9, 2016. Deliberations can be done after the interviews on May 2, 2016 or on May 9, 2016.

C. BOARD ACTION

Town Attorney Ian McCargar stated the last Town Board meeting that was convened contained a hearing for a mineral rights owner that had objected to a subdivision that was on the agenda that evening. The objection has not yet been resolved so the public hearing and the subdivision

approval that is scheduled tonight cannot go forward. Conversations with the applicant's representative revealed they are working on resolving the matter but as of now it is not resolved. The options for the Board are to take up the matter now in the absence of the applicant or entertain a motion to postpone the agenda items to a date certain or an indefinite postponement. The applicant's representative has requested the action items be scheduled for April 25, 2016.

Town Board Member Morgan motioned to postpone agenda items C.1 and C.2 to April 25, 2016; Town Board Member Adams seconded the motion.

Mr. Adams commented that the applicant was certain at the previous meeting last week that they would be able to get the objection withdrawn in a few days and that has not happened. It may be a better option to postpone the agenda items indefinitely.

Mr. Baker commented that he agreed with Mr. Adams and stated the agenda items should be postponed indefinitely. Postponing the agenda items to a date certain could result in continuing to postpone the agenda items.

Mr. Morgan commented on postponing the agenda items to April 25, 2015 as the applicant has made that request.

Mr. Baker inquired if the objection is received before Thursday the agenda items could be heard on April 25, 2016.

Mr. McCargar stated that is correct as the applicant believes the issue will be resolved on Wednesday April 20, 2016.

Ms. Melendez inquired if the item is on the agenda on April 25, 2016 and the applicant has not resolved the matter, the items can be postponed again and again.

Mr. McCargar stated that is correct.

Mr. Bennett commented that he is sensitive to the time needs of the applicant but would like to avoid going through the postponement process at meetings until the applicant has the matter resolved and is in favor of postponing the agenda item indefinitely.

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

Mr. Arnold stated since there is only one item on the work session agenda for April 25, 2016, that meeting will start at 6:30 instead of 6:00. The dedication for outgoing Board Members and the Mayor will take place on May 9, 2016 along with the Kern Board meeting. The meeting on May 16, 2016 will be a joint meeting with the library, fire district and school district. Also on May 11, 2016 from 4:00-6:30 a Leadership Summit will take place; information will be forwarded to the Board.

Mr. McCargar stated the Town Attorney's Office holds an orientation of any new board or commission members. Potential dates for the orientation are May 24 or 25, 2016. The most important item during the orientation is the CIRSA video.

Mr. Baker would like to thank all individuals that ran for Town Board positions and congratulated the new Town Board Member and the new Mayor and also thanked his wife and family for their support while serving on the Town Board.

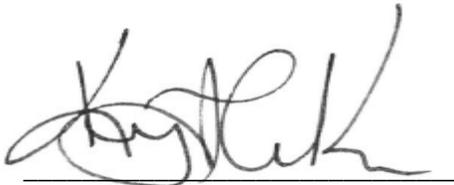
Mr. Adams confirmed with Mr. Arnold the Tree Board poster presentation on April 25, 2016.

Ms. Melendez thanked her family, husband, constituents and friends who have supported her during the process.

D. ADJOURN

Mayor Pro Tem Baker motion to adjourn; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Boudreau, Adams, Melendez; Nays- None; Motion passed.

The meeting was adjourned at 7:57 pm.

A handwritten signature in black ink, appearing to read 'Krystal Eucker', written over a horizontal line.

Krystal Eucker, Deputy Town Clerk