



TOWN BOARD REGULAR MEETING
September 12, 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 Melendez called the meeting to order at 7:05 p.m.

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| 1. Roll Call | Mayor
Mayor Pro Tem | Kristie Melendez
Myles Baker
Christian Morgan
Ken Bennett
Paul Rennemeyer
Brenden Boudreau
Ivan Adams |
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Also Present:	Town Manager Town Attorney Communications/Assistant to Town Manager Town Clerk/Assistant to Town Manager Chief of Police Lieutenant Lieutenant Director of Finance Communications Manager Deputy Town Clerk	Kelly Arnold Ian McCargar Kelly Unger Patti Garcia Rick Klimek Richard Ziegler Craig Dodd Dean Moyer Katie Van Meter Krystal Eucker
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1. Pledge of Allegiance
Town Board Member Bennett led the Pledge of Allegiance.
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
Town Board Member Boudreau moved to approve the agenda as presented; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.
3. Proclamation
Mayor Melendez read the Colorado Cities and Towns Week proclamation.
4. Board Liaison Reports

- Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate
Mayor Pro Tem Baker had no update.
- Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
Town Board Member Morgan reported the Library Board was informed of the items the Town Board has been involved with over the summer months. The Library reported revenues are up by \$164,000 for the year. Personnel issues have been resolved with the hiring of new staff and the benefits will be reevaluated in comparison to surrounding areas.
- Town Board Member Bennett – Planning Commission; Windsor Housing Authority
Town Board Member Bennett had no update.
- Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority
Town Board Member Rennemeyer reported a class at CSU will be studying the historic district in Windsor.
Mr. Rennemeyer reported the Great Western Trail Authority has hired a trail manager and the formalities of the position have been finalized.
- Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
Town Board Member Boudreau had no report.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Poudre River Trail Board has completed all purchases. The Poudre Green Way Master Plan is underway with studies are being conducted and the communities working together on the project. The Trail-a-Thon has been cancelled for this year.
Mr. Adams reported the Tree Board reviewed the Sick Tree Day activities at their last meeting. Also, the Tree Board created a float for the Harvest Festival Parade which won first place.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO
Mayor Melendez had no report.

5. Public Invited to be Heard

Mayor Melendez opened the meeting up for public comment.

Chief Klimek introduced the two newest hires to the police department; Lieutenants Richard Ziegler and Lieutenant Craig Dodd.

B. CONSENT CALENDAR

1. Minutes of the August 22, 2016 Town Board Meeting – K. Eucker
 2. Resolution No. 2016-63 – A Resolution Changing the Street Name of “Farm House Road” to “Pelican Farm Road” in the South Hill Subdivision Second Filing – J. Olhava
 3. Report of Bills – D. Moyer
- Town Board Member Rennemeyer moved to approve the consent calendar as presented; Town Board Member Boudreau seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.**

C. BOARD ACTION

1. Ordinance No. 2016-1524 - An Ordinance Repealing, Amending and Readopting Portions of Chapter 6, Article I of the Windsor Municipal Code Authorizing the Local Licensing Authority to Assign Administrative Functions and Approvals to the Town Clerk

Super-majority vote required for adoption on second reading

- Second reading
- Legislative action
- Staff presentation: Patti Garcia, Town Clerk

Per Ms. Garcia, Ordinance No. 2016-1524 is before the Board for second reading which would permit the Town Clerk's office to administratively approve certain liquor licenses. Applications that would require a hearing or an applicant be present would still be heard before the Liquor Licensing Authority. Adoption of this ordinance would allow a more efficient process for liquor licensing and also save the Town of Windsor money as the Liquor Licensing Authority would not have to review each and every application.

Staff recommends approval of Ordinance No. 2016-1524.

Ms. Melendez inquired if there have been any changes since the first reading.

Per Ms. Garcia; no.

Town Board Member Adams moved to approve Ordinance No. 2016-1524 Repealing, Amending and Readopting Portions of Chapter 6, Article I of the Windsor Municipal Code Authorizing the Local Licensing Authority to Assign Administrative Functions and Approvals to the Town Clerk; Mayor Pro Tem Baker seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

2. Ordinance No. 2016-1525 - An Ordinance Repealing Sections 8-2-20 and 8-2-40, and Repealing, Amending and Re-Adopting Section 8-2-30 of the Windsor Municipal Code Concerning Parking Regulations

Super-majority vote required for adoption on second reading

- Second reading
- Legislative action
- Staff presentation: Rick Klimek, Chief of Police

Per Chief Klimek, Ordinance No. 2016-1525 is before the Board for second reading regarding parking ordinance revisions and removing regulations that are no longer relevant.

There have been no changes since first reading and staff recommends approval.

Town Board Member Boudreau moved to approve Ordinance No. 2016-1525 Repealing Sections 8-2-20 and 8-2-40, and Repealing, Amending and Re-Adopting Section 8-2-30 of the Windsor Municipal Code Concerning Parking Regulations; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

3. Resolution No. 2016-64 - A Resolution Authorizing the Assignment of the Town's Private Activity Bond Allocation for 2016 to the Housing Authority of the Town of Windsor, Colorado; Providing other Details in Connection therewith; and Providing an Effective Date
 - Legislative action
 - Staff presentation: Dean Moyer, Director of Finance

Per Mr. Moyer, the purpose and intent of Resolution No. 2016-64 is to assign the Town of Windsor's 2016 Private Activity Bond Allocation (PAB) of \$1,086,600 to the Loveland Housing Authority. The assigned allocation will be used to issue bonds to finance affordable housing development.

The Town of Windsor became an entitlement community in 2015 for the State of Colorado's Private Activity Bond program as Windsor's population grew to the minimum threshold. If any portion of the allocation is not used, carried forward, or transferred to another entity by September 15, it is recaptured into the statewide pool for reallocation to other entities.

Sam Betters, Executive Director of the Loveland Housing Authority stated currently there is no particular use for the bonds but will be used in the future for the next affordable development for the Windsor Housing Authority.

Baker inquired if the Windsor Housing Authority is not eligible to utilize the bonds.

Mr. Betters stated the Windsor Housing Authority is eligible and that is where the reallocation will be going. The Loveland Housing Authority is actually the manager of the Windsor Housing Authority. The last time the allocation was received from the Town of Windsor, the allocation was combined with approximately \$10 million from Loveland's allocation to complete the Windsor Meadows II project.

Ms. Melendez inquired if the reallocation can only be used on a Windsor project or if the Windsor Housing Authority could allocate it for a project elsewhere.

Mr. Betters stated the resolution that was passed by the Windsor Housing Authority restricts the use of the bonds to Windsor; it does not restrict them to the Windsor Housing Authority so there may be another eligible project in Windsor by another developer that is building affordable housing.

Ms. Melendez inquired as to how long the bonds can be kept before they need to be used.

Mr. Betters stated the bonds need to be used within three years or they will be lost.

Mr. Adams inquired if there are thoughts on how the bonds could be used in Windsor.

Mr. Betters stated it can be difficult to use the bonds in the small allotments that are received by the Town of Windsor. The Town gets a small allotment because it is based on population. In order to complete a project, funds need to be assembled to the neighborhood of \$8-\$10 million worth of bonds for a development.

Mr. Boudreau inquired that if the bonds are not allocated to the Windsor Housing Authority that they will be returned to the state.

Mr. Moyer stated if the bonds are not assigned they will automatically be returned to the state pool to be used somewhere else in the state. Another allocation will be received next year.

Mr. Boudreau inquired as to where the bonds come from.

Mr. Moyer stated the bonds come from the State of Colorado that has allocated roughly \$252 million to counties and municipalities of which Windsor receives \$1.86 million.

Mr. Betters stated the bonds ultimately come from the United States Treasurer and they are allocated to the states based on population and then the state allocates to municipalities based on population. The bonds are not money but it is the authority to sell tax exempt bonds.

Mr. Baker inquired as to how the bonds would be paid back.

Mr. Betters stated once the transaction is executed with the bonds, the real estate themselves become the surety of the payback.

Town Board Member Bennett moved to approve Resolution No. 2016-64; Town Board Member Morgan seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Mr. McCargar stated a timeline was previously presented to the Board for appointing a successor to Judge Manning which included a timeframe for qualified candidates to submit applications and then the attorney would review the applications and set aside the ones that did not meet minimum qualifications. Once the qualified candidates were identified, the Board would review the candidates and make decisions on who would be interviewed. After discussions with the Town Clerk and the Town Manager, an alternative is being suggested to appoint a small committee consisting of the Mayor, a Town Board Member and the Town Attorney to review the qualified candidates and identify the candidates that will be reviewed by the Town Board.

The Board is in agreement with the change and Town Board Member Adams volunteered to assist the Mayor and Town Attorney.

2. Communications from Town Staff

Chief Klimek provided the Town Board Members the opportunity for a ride along with the police department.

Mr. Baker inquired as to how long the ride along would be.

Mr. Klimek stated it would be up to the individual but they are usually limited to approximately four hours.

Ms. Melendez inquired as to what citizen service is on the report provided by the police department.

Mr. Klimek stated that would be things like locked car doors or information provided to citizens.

Mr. Arnold stated that report is in the process of being updated.

Ms. Garcia informed the Board that election ballots will be mailed to active registered voters beginning Monday October 17, 2016. Early voting starts on October 24, 2016. The deadline to register to vote by mail or online and receive a ballot is October 31, 2016. Faith United Church in

Windsor will be a full service voting center for Weld County residents. The Larimer County Courthouse and Department of Motor Vehicles in Loveland as Estes Park will also have full service voting centers for Larimer County residents.

Ms. Van Meter informed the Board of the Activities surrounding Cities and Towns Week including the police officers having lunch at the elementary schools, Mayor Melendez speaking at Mountain View Elementary, Hard Hat tour of the CRC expansion and a Touch-a-Truck event at the pre-schools with a police cruiser, front end loader and a fire truck. All events will be posted on social media.

3. Communications from the Town Manager

Mr. Arnold reminded the Town Board of the Kern Board meeting immediately following. A NISP tour is scheduled for the work session on September 19, 2016 beginning at 5:00. Following the NISP tour, a special meeting will be requested to hold an executive session for purposes of negotiations. Some of the items being discussed through September include month include the Greeley Loveland Water Irrigation Company proposal, water rate updates and winter averaging for commercial and industrial accounts. A joint work session will take place with the Planning Commission on October 3, 2016 as Gould Evans has been selected as the consultants for the Chapter 15-17 code review project.

A report will be prepared for the Board regarding Village East.

A budget meeting will also take place on October 8, 2016 beginning at 8:00 a.m.

4. Communications from Town Board Members

Mr. Boudreau informed the Board that he will not be attending the meeting on September 15, 2016.

Mr. Adams thanked members of the Board for their participation at the Harvest Festival as well as town staff that were involved.

Ms. Melendez also thanked all that participated in the Harvest Festival.

E. ADJOURN

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

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



Deputy Town Clerk, Krystal Eucker