



TOWN BOARD REGULAR MEETING
September 26, 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 7:03 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 |
|--------------|------------------------|---|

Also Present:	Town Attorney Town Clerk/Assistant to Town Manager Chief of Police Communications Manager Director of Public Works Director of Finance Civil Engineer Chief Planner Senior Planner Deputy Town Clerk	Ian McCargar Patti Garcia Rick Klimek Katie Van Meter Terry Walker Dean Moyer Doug Roth Carlin Barkeen Josh Olhava Krystal Eucker
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- Pledge of Allegiance
Town Board Member Rennemeyer led the Pledge of Allegiance.
- Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
Town Board Member Adams moved to approve the agenda 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.
- Proclamation- Customer Service Week
Mayor Melendez read the Customer Service Week Proclamation.
- Board Liaison Reports

- Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate
Mayor Pro Tem Baker reported the Parks, Recreation and Culture Board elected John Nuspl as President, Patrick Lightfoot as Vice President and Regan Price remains the Secretary. The Board did a tour of the community recreation center expansion and a museum accession item list was approved. They also did a review of summer events and how they can be improved upon.
- Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
Town Board Member Morgan reported the Water and Sewer Board will meet next month. Mr. Morgan reported the Library Board will meet next week and an audit presentation was made last week and there are no concerns with the audit.
- Town Board Member Bennett – Planning Commission; Windsor Housing Authority
Town Board Member Bennett reported the Planning Commission unanimously approved a waiver that will slightly reduce the landscaping in order to keep a pedestrian sidewalk and maintain parking spaces for Starbucks. Also, a public hearing was held regarding the Corridor Activity Center (CAC) design standards and testimony was heard from residents and a representative of a property owner. Following the public hearing the Planning Commission unanimously recommended approval of the CAC design standards. Mr. Bennett reported the Windsor Housing Authority is facing the challenge of the need for additional senior housing and they are currently looking at properties in town. A grand opening for Windsor Meadows II will be held on September 29, 2016.
- Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority.
Town Board Member Rennemeyer reported the trail manager of the Great Western Trail Authority has met with property owners adjacent to the trail and has identified some concerns regarding the easements around the trail.
Mr. Rennemeyer reported the Historic Preservation Commission and Mr. Olhava are working with a graduate class from Colorado State University to study historic churches in Windsor as well as three other projects with a total of 11 sites to study.
- Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
Town Board Member Boudreau reported the Chamber of Commerce will host the “Meet the Leaders” event scheduled for October 4, 2016 from 5:30-7:30 at the Community Recreation Center. Also the annual Chamber of Commerce dinner is scheduled for October 19, 2016 from 5:00-8:30 with Jim Davidson as the guest speaker. The Chamber of Commerce passed a resolution in favor of the school bond issue.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Tree Board will meet October 27, 2016 and the Poudre River Trail Corridor Board meets on October 6, 2016.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO
Mayor Melendez reported the Downtown Development Authority meets on September 28, 2016 and the next North Front Range MPO meeting is scheduled for October 6, 2016.

6. Public Invited to be Heard

Mayor Melendez opened the meeting up for public comment.

Michael Mitchell, 6771 Steven Street, Windsor, CO stated he is on the mailing list for CDOT and received an article with the title, "Adaptive Signal in Greeley save almost \$6 million." It is pretty much saving of time, gasoline, idling time, increased flow and reduced pollution. Mr. Mitchell feels Windsor could use some help with their stop lights. Mr. Mitchell stated on a Sunday morning at 5:30 a.m. at County Road 13 and Highway 392 the light turned red and he was the only vehicle sitting at the light with no traffic coming in any direction which in turn add pollution to the air. Mr. Mitchell stated he has made complaints in the past and feels that something can be done to eliminate instances like he mentioned. Also, the plan for Harmony Road and County Road 15 is to install a stoplight as opposed to a round-a-bout. Mr. Mitchell fees there would be less pollution if a round-a-bout was installed and would like the Town to consider the idea. Mr. Mitchell stated Weld County runs vehicles on compressed natural gas.

B. CONSENT CALENDAR

1. Minutes of the September 12, 2016 Town Board Meeting and September 19, 2016 Special Meeting – K. Eucker
2. Resolution No. 2016-65 - A Resolution Approving and Accepting a Deed of Dedication for Right of Way on the West Side of Weld County Road 21, North of Highway 392 – I. McCargar
3. Resolution No. 2016-66 - A Resolution Approving and Adopting the Intergovernmental Agreement between the Town of Windsor and the State of Colorado Department of Transportation ("CDOT") with respect to Maintenance Services for Traffic Control Devices and State Highways. – T. Walker
4. Resolution No. 2016-67 - A Resolution Approving the Transfer of Mineral and Oil and Gas Rights Under Town-Owned Streets in the Windshire Park Subdivision and Windshire Park Subdivision Third Filing – I. McCargar

Town Board Member Morgan moved to approve the consent calendar as presented; Town Board Member Adam 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. Resolution No. 2016-68 - A Resolution Initiating Annexation Proceedings for the South Gate 7th Annexation to the Town of Windsor, Colorado – VIMA Partners LLC, Owner/ Tom Siegel, VIMA Partners LLC, and John Meyers, TST Inc. Consulting, Owner's Representatives
 - Legislative action
 - Staff presentation: Josh Olhava, Senior Planner

Per Mr. Olhava, the applicant, represented by Mr. Tom Siegel, VIMA Partners LLC and Mr. John Meyers, TST Inc, is requesting to annex approximately 3.772 acres to the Town of Windsor as General Commercial (GC) zoned property. The property is surrounded by areas already annexed to the Town of Windsor. The applicant is working on plans for this site and the northern portion of Trautman 2nd Subdivision; however, since staff has not received a formal site development application, there are no further details to share at this time.

The Land Use Plan of the 2016 Comprehensive Plan identifies this property as 'Estate Residential' since it is adjacent to the platted Trautman 2nd Subdivision. The area north of the subject property and north of Crossroads Boulevard, known as the South Hill Subdivision, is identified as 'General Commercial' and 'Multi-family'. The Comprehensive Plan identifies Crossroads Boulevard as a major east/west arterial and a future transit corridor that will include a mix of land uses.

The application is consistent with various goals of the 2016 Comprehensive Plan as well as the Vision 2025 document.

Staff recommends approval of Resolution No. 2016-68.

Staff recommends the following be entered into the record:

1. Staff memorandum and supporting documents
2. Recommendation

Ms. Melendez inquired if this area was an enclave.

Mr. Olhava stated the 7th Street right-of-way is annexed into Windsor.

Ms. Melendez inquired as to what the future is for the property.

Mr. Tom Siegel stated final negotiations are taking place with a potential buyer for the property but the buyer does not have intentions for the parcel to be a commercial/retail area.

Ms. Melendez inquired if the use will fall into general commercial.

Mr. Siegel stated the use will fall into the general commercial zoning requirements.

Town Board Member Baker moved to approve Resolution No. 2016-68; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

2. Resolution No. 2016-69 - A Resolution Approving an Intergovernmental Agreement Between the Larimer County Board of County Commissioners and Certain Municipalities for Funding of Improvements to Interstate Highway 25, and Authorizing the Mayor to Execute Same
 - Legislative action
 - Staff presentation: Ian McCargar, Town Attorney

Per Mr. McCargar, Resolution No. 2016-69 follows a request from Larimer County to use some incremental road and bridge tax revenue to contribute to a significant project with improvements to I-25 between Highway 402 to Highway 14. The roster of improvements is in the packet material but the idea is to approve the agreement and then each year the Town Board will be asked to appropriate funding based upon the amount of increments that is applicable for that year. This resolution does not appropriate funding but it will enter into an agreement to appropriate funds in the future. The agreement was prepared by the Larimer County Attorney's Office and has been circulated to the lawyers of the municipalities involved.

Mr. Baker inquired if these funds are above the \$1 million that is being allocated in the Capital Improvement fund.

Mr. McCargar stated the resolution that has previously been approved in support of this effort would reallocate funds to a maximum of \$1 million over the course of a five year period and feels this is in addition but is not completely positive.

Ms. Melendez commented that she understand the resolution to be giving back the funding that the Town is allotted.

Town Board Member Adams moved to approve Resolution No. 2016-69; 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.

Mr. Baker left the meeting at 7:30 p.m.

3. Community Development Report

- Staff presentation: Carlin Barkeen, Chief Planner

Ms. Barkeen provided an overview of the Community Development report that was included in the packet material.

Mr. Rennemeyer inquired about the Poudre Heights 2nd and 3rd filing with Spike Rumley.

Mr. Olhava stated preliminary approval has been completed and the final approval nor the site plan have been completed.

Ms. Melendez inquired as to what “awaiting check prints” means on the Community Development Report.

Ms. Barkeen stated awaiting check prints are the final drawings so that would be the last final details.

4. Financial Report for August 2016

- Staff presentation: Dean Moyer, Director of Finance

Mr. Moyer provided an overview of the August 2016 Financial Report that was included in the packet material.

- Sales tax collections of the 3.2% sales tax for August were \$653,813, a decrease of 3.93% over August 2015. Year to date sales tax collections through August 2016 are up over August 2015 by 4.99% or \$280,539.
- Single family residential building permits have set a record at 468 issued through August. The previous annual record was 451 in 1999 and 2005.
- Single Family Residential (SFR) building permits total 468 through August 2016. This is up from the August 2015 number of 210.
- Construction use tax through August is at 114.73% of the annual budget at \$2,022,084.
- Base Sales tax collections as well as CRC expansion sales tax collections met the monthly budget requirement for August.

Mr. Rennemeyer inquired as to when the final payment for construction on the recreation center expansion is due.

Mr. Moyer stated he believed it would be later in the year after all the punch list items are completed. There may be a slight retainer held into next year which is included in all the Town's construction contracts.

D. COMMUNICATIONS

1. Communications from the Town Attorney
None

2. Communications from Town Staff
None

3. Communications from the Town Manager
None

4. Communications from Town Board Members
Mr. Bennett commented that a regional board was developed to review regional housing issues; specifically housing that is affordable. Two projects are taking place which include the housing defects laws and forming a group that will work with the state legislature to hopefully make some revisions and provide some protection to builders. The other project is working on completing a regional housing study and identifying what tools the private sector and public sector can use to increase inventory of diverse housing. Fort Collins realtors have a \$15,000 grant for the study which will cost \$20,000 to complete so Windsor may be asked to contribute fiscally to the study.

Ms. Melendez stated she attended her first Mayor Summit with the Colorado Municipal League and gained some insight and developed new relationships.

E. ADJOURN

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

The meeting was adjourned at 7:54 p.m.



Deputy Town Clerk, Krystal Eucker