



TOWN BOARD REGULAR MEETING
June 28, 2010 - 7:00 P.M.
Town Board Chambers – 301 Walnut Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

1. Mayor Vazquez called the regular meeting of the Windsor Town Board to order on Monday, June 14, 2010 at 7:00 p.m. in the Town Board Chambers.

The following Town Board members were present: Mayor John Vazquez
Mayor Pro-Tem Matthew O'Neill
Robert Bishop-Cotner
Mike Carrigan
Kristie Melendez
Don Thompson
Jon Slater

Excused:

Also present: Town Attorney Ian McCargar
Town Manager Kelly Arnold
Director of Engineering Dennis Wagner
Director of Planning Joe Plummer
Director of Parks & Recreation Melissa Chew
Director of Public Works Terry Walker
Chief of Police John Michaels
Town Clerk Patti Garcia

2. Pledge of Allegiance
Town Board Member Melendez 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
Mayor Pro-Tem O'Neill motioned to remove item B.1. from the Consent Calendar until the next regular meeting; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:
Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Thompson, Vazquez
Nays – None. Motion carried.
4. Board Liaison Reports
 - Chamber of Commerce – *Town Board Member Melendez*
No report.
 - Historic Preservation Commission; Planning Commission Alternate – *Town Board Member Bishop-Cotner*
Town Board Member Bishop-Cotner reported the Historic Preservation Commission would like to pursue having alternates. The HPC also discussed buildings that are 50 years or older and would like to review the demolition policy.
 - Cache La Poudre Trail Board - *Town Board Member Melendez*

Town Board Member Melendez reported that due to the recent rain that a damage assessment of the trail would be done and any damage would be taken care of. It was also noted that Larimer County would have a Trailabration Celebration in October as a grand opening of their trail.

- Water and Sewer Board – *Town Board Member Carrigan*
Town Board Member Carrigan noted there had not been a meeting since the last Town Board Liaison Report and the Northern Colorado District Tour was scheduled for next Wednesday for those that had signed up.
- Library Board; Planning Commission; 2010 Census Complete Count; NFR/MPO Alternate – *Town Board Member O’Neill*
Mayor Pro-Tem O’Neill noted the Library Board would be meeting tomorrow night and that the Planning Commission would like to pursue the option of alternates on their Commission.
- Tree Board; Windsor Housing Authority – *Town Board Member Slater*
No report.
- Parks & Recreation Board – *Town Board Member Thompson*
Town Board Member Thompson stated the next meeting of the Parks & Recreation Board would be on July 6.
- North Front Range/MPO; Youth Advisory Board - *Mayor Vazquez*
Mayor Vazquez noted the MPO was scheduled to meet the first Thursday of July and that the Youth Advisory Board has rescheduled their Spring Fling to be held sometime in the fall.

5. Public Invited to be Heard

Jean Thompson, 205 Laurel Court, Windsor, addressed the Town Board regarding an on-going “garage sale” at 235 Laurel Court in the Willow Park Subdivision. Ms. Thompson reported that since May 23, 2010, there had been 16 days of garage sales with a large inventory of goods. Ms. Thompson noted her concern related to the exterior of the property, lot character of a residential zone and increase in traffic. Ms. Thompson inquired if the garage sale would fall under a home occupation. Mayor Vazquez directed staff to investigate Ms. Thompson’s observations.

6. Proclamation – Parks & Recreation Month

Mayor Vazquez read the Proclamation.

B. CONSENT CALENDAR

1. Minutes of the June 14, 2010 Regular Town Board – P. Garcia (removed from agenda)
2. Special Event Liquor License – NOCO Youth Hockey – P. Garcia
3. Resolution Reappointing Kimberly A. Emil As Windsor Town Prosecutor, Reappointing Robert Wiest As Deputy Town Prosecutor And Continuing The Professional Services Agreement Between The Town Of Windsor And Kimberly A. Emil, Attorney At Law – I. McCargar (Resolution No. 2010-27)

Mayor Pro-Tem O'Neill motioned to approve the Consent Calendar as amended; Town Board Member Bishop-Cotner seconded the motion. Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Thompson, Vazquez
Nays – None. Motion carried.**

C. BOARD ACTION

1. Annual Harvest Festival Celebration Request, Casey Johnson, Chairman
Mayor Pro-Tem O'Neill motioned to approve the Harvest Festival Celebration Request; Town Board Member Bishop-Cotner seconded the motion.

Casey Johnson addressed the Town Board and reviewed the letter of request that was included in the town board packet.

Director of Parks and Recreation Chew stated the fees that have been requested to be waived are related to the Special Event Application that was submitted. The fees waived would total approximately \$3,000-\$4,000 in association with the Application.

Mayor Vazquez noted that if the fees are waived that it is more of a partnership due to the history of the committee and the Town working together.

Town Manager Arnold noted that an audit of expenses would be tracked to review for the event this year.

Mr. Johnson stated the revenues generated from the event go towards advertising, fireworks and a college scholarship that they endorse.

The Town Board noted the importance of the event for the community and stated their support.

Roll call on the vote resulted as follows:

**Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Thompson, Vazquez
Nays – None. Motion carried.**

2. A Resolution Approving An Intergovernmental Agreement By, Between And Amongst The Town Of Windsor, Colorado, The Windsor Charter Academy, And The Windsor Charter Academy Building Corporation For The Purpose Of Constructing And Maintaining A Playground Facility – M. Chew (Resolution No. 2010-28)
Mayor Pro-Tem O'Neill motioned to approve Resolution No. 2010-28; Town Board Member Bishop-Cotner seconded the motion.

Director of Parks & Recreation Chew reported on the resolution which approves an agreement between the Town of Windsor, Windsor Charter Academy and the Windsor Charter Academy Building Corporation. The agreement provides that the GOCO grant funds that were applied for by the Town of Windsor would be used to construct the playground and in return the playground would be open to the public when school was not in session. Additionally, it provides another public play area in that part of town.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Thompson, Vazquez
Nays – None. Motion carried.

3. A Resolution Supporting The Grant Agreement Between The Town Of Windsor, Colorado, And The State Board Of The Great Outdoors Colorado Trust Fund – M. Chew (Resolution No. 2010-29)
Town Board Member Bishop-Cotner motioned to approve Resolution No. 2010-29; Mayor Pro-Tem O’Neill seconded the motion.

Parks & Recreation Director Chew reported the resolution approves the Town of Windsor as the grant recipient that Great Outdoors Colorado is to provide. The Town acts strictly as a pass-through for the funds.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Thompson, Vazquez
Nays – None. Motion carried.

4. A Resolution Accepting The Audit Report For 2009 Prepared By Watkins And Schommer, Certified Public Accountants – D. Moyer (Resolution No. 2010-30)
Town Board Member Bishop-Cotner motioned to approve Resolution No. 2010-30; Town Board Member Melendez seconded the motion.

Finance Director Moyer reported on the audit and resolution and noted the 2009 financial report was included in the town board packet. Letters regarding the findings of the audit along with internal control considerations were distributed to the town board during the meeting.

Randy Watkins of Watkins and Schommer addressed the Town Board and congratulated the Town on the completion of Town Hall. Mr. Watkins thanked Town Manager Arnold, Mr. Moyer and his staff for their help during the audit process. Mr. Watkins reviewed the audit and reported a single audit of the Windsor Building Authority would be done next year due to the grant agreement with the USDA.

The letter regarding internal control identified three deficiencies that Mr. Moyer is to address: check stock and signature stamp use; signature limits and monitoring controls over financial reporting. Mr. Moyer reported that only two people have access to the check stock and neither are signers. The stamp of the Mayor’s signature is locked up. The payroll side is being addressed regarding signature limits.

Town Manager Arnold reported a threshold would be determined regarding signature limits.

Town Board Member Thompson stated the audit report was excellent and congratulated the Town on the certificate of achievement.

Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O’Neill, Melendez, Thompson, Vazquez
Nays – None. Motion carried.

D. COMMUNICATIONS

1. Communications from the Town Attorney

Town Attorney McCargar stated the CML conference held the past week was very helpful and that he and John Frey attended informative sessions.

2. Communications from Town Staff

- Public Works – Public Works Director Walker reported on mosquito control and noted mosquito issues will continue to be monitored. Complaints and concerns are to be directed to Colorado Mosquito Control who will investigate and determine the need for spraying.
- Parks & Recreation – Parks & Recreation Director Chew noted that new tables at umbrellas had been installed at the CRC, swimming pool and the event slab and Boardwalk Park. Ms. Chew reported on various events including the bison hunting exhibit at the Art & Heritage Center, the success of Sick Tree Day, Fourth of July activities and the opening of Covenant Park on July 15.
- Finance – Finance Director Moyer thanked the finance department staff for their help on the audit. He also commended the IT staff for their work on getting the audio/visual ready for use in the town board chambers.

4. Communications from the Town Manager

Town Manager Arnold thanked the Town Board for the opportunity to attend CML and noted the great attendance at the sessions. Mr. Arnold reported the Community Economic Development Assessment would be conducted July 15-16, 2010. He also congratulated Engineering Director Wagner on 30 years of service with the Town of Windsor.

5. Communications from Town Board Members

Town Board Member Melendez thanked the Town and the Board for the opportunity to attend CML. Town Board Member Carrigan also stated his appreciation.

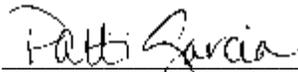
Mayor Vazquez recognized local high school state champions from the past school year which included athletics, music, arts, etc. Mr. Vazquez stated it was important for the community to acknowledge the success of the students.

E. ADJOURN

Town Board Member Bishop-Cotner motioned to adjourn the Regular Meeting; Mayor Pro-Tem O'Neill seconded the motion. Roll call on the vote resulted as follows:

Yeas – Bishop-Cotner, Carrigan, O'Neill, Melendez, Thompson, Vazquez

Nays – None. Motion carried.



Patti Garcia, Town Clerk