

**MINUTES**  
**JOINT TOWN COUNCIL,**  
**REDEVELOPMENT AGENCY, AND**  
**WINDSOR WATER DISTRICT MEETING**

**Wednesday, January 20, 2010**  
**Regular Session - 6:00 p.m.**

**Civic Center Council Chambers**  
**9291 Old Redwood Highway, Building 400**  
**Windsor, CA 95492**

**1. CALL TO ORDER**

Mayor Salmon called to order a meeting of the Town Council, also serving as the Board of Directors of the Windsor Redevelopment Agency and Town of Windsor Water District at 6:03 p.m.

**2. COUNCIL ROLL CALL**

Present at Roll Call were Vice Mayor Allen, Councilmembers Goble, Mayor Salmon and Councilmember Scholar. It was noted for the record that Councilmember Fudge would be arriving late.

Councilmember Fudge arrived at 6:05 p.m.

**3. PLEDGE OF ALLEGIANCE**

Councilmember Scholar led the Pledge of Allegiance.

**4. PRESENTATION(S)/PROCLAMATION(S)**

**4.1 Presentation of Plaque to Town Employee of the Quarter  
Theresa Hardeman, Human Resources Specialist**

Mayor Salmon presented Theresa Hardeman, Human Resources Specialist with the Employee of the Quarter plaque and remarked on her dedication and hard work.

**5. ANNOUNCEMENTS**

- a. Upcoming Town Events  
Mayor Salmon and Councilmembers announced upcoming events.
- b. One Cool Green Thing  
No reports were made.

**6. CONFLICT OF INTEREST DECLARATION – None.**

**7. CHANGES TO THE AGENDA – None.**

**8. CITIZEN PUBLIC COMMENT – None.**

**9. CONSENT CALENDAR**

Councilmember Goble moved to approve the following Consent items. Vice Mayor Allen seconded the motion. The motion passed by a 5/0 vote on all items.

**9.1 Check Register No. 423**

**5/0 vote.** By motion, approved disbursements in the amount of \$2,192,572.12.

**9.2 Approval of Minutes**

**5/0 vote.** By motion, approved the minutes of the regular meeting of January 6, 2010.

**9.3 Approve an Amendment to the Professional Services Agreement With Carl Euphrat for Engineering Services**

**5/0 vote.** Adopted Resolution No. 2602-10 approving an amendment to the existing professional services agreement with Carl Euphrat for engineering services extending the scope and term of said agreement through December 31, 2010, for an additional amount not to exceed \$70,000.00 and authorizing the Town Manager to execute said amendment.

**9.4 Adoption of a Resolution Amending the 2009-10 Budget to Appropriate Funds for the Pavement Management Program Database**

**5/0 vote.** Adopted Resolution No. 2603-10 amending the FY 2009-10 Budget to appropriate funds for the Pavement Management Program Database Update.

**9.5 Award a Construction Contract for the Windsor Road at Reiman Lane Crosswalk Project**

**5/0 vote.** Adopted Resolution No. 2604-10 approving the plans and specification and awarding a construction contract to Republic ITS for the construction of the Windsor Road at Reiman Lane Crossing Enhancement Project in the amount of \$44,650.00 and authorizing the Town Manager to execute the construction contract and any required construction change orders up to the authorized project budget on behalf of the Town.

**9.6 Amend the FY 2009/10 Budget and Award a Construction Contract for the Mitchell Lane Bicycle Lane Project**

**5/0 vote on the following:**

- a. Adopted Resolution No. 2605-10 amending the FY 2009/10 budget to reflect receipt of Transportation for Clean Air grant in the amount of \$10,400.00 for the Mitchell Lane Bicycle Lane Project and appropriating this amount to the project.
- b. Adopted Resolution No. 2606-10 approving the plans and specification and awarding a construction contract to Striping Graphics for the construction of the Mitchell Lane Bicycle Lane Project in the amount of \$7,118.00 and authorizing the Town Manager to execute the construction contract and any required construction change orders up to the authorized project budget on behalf of the Town.

**9.7 Adopt Resolution Approving Agreement with Countywide Tourism Business Improvement Area and Authorizing Town Manager to Execute Same**  
**5/0 vote.** Adopted Resolution No. 2607-10 approving an administrative agreement for collection of assessments for the County of Sonoma Tourism Business Improvement Area, and authorizing the Town Manager to execute the same agreement.

**9.8 Acceptance of Public Improvements for Tractor Supply Company, 1000 American Way**  
**5/0 vote.** Adopted Resolution No. 2608-10 accepting the public improvements for Tractor Supply Company, a new commercial building located at 1000 American Way.

**9.9 Modification of Low Income Investment Fund Loan for Windsor Redwoods Affordable Housing Project**  
**5/0 vote.** Adopted Resolution No. 2609-10 RDA authorizing the Executive Director to sign Junior Lender's Consents to modification of the terms of the Low Interest Investment Fund ("LIIF") loan agreement with Burbank Housing Development Corporation ("BHDC") for the Windsor Redwoods Affordable Rental Housing Project (Windsor Redwoods).

**9.10 Bell Village Environmental Document Preparation**  
**5/0 vote.** Adopted Resolution No. 2610-10 approving the Professional Services Agreement with Michael Brandman Associates in the amount of \$96,000.00 for preparation of the environmental document for the Bell Village Project, and authorizing the Town Manager to execute the agreement on behalf of the Town.

## **10. PUBLIC HEARING**

**10.1 Adopt Resolution Establishing the Amount of User Fees for Miscellaneous Discretionary Services and Repealing Previously Adopted and Conflicting User Fees for Such Services**  
Administrative Services Director McAdler reported on this item.

Mayor Salmon opened the public hearing. There being no public testimony, Mayor Salmon closed the public hearing.

Councilmember Goble moved to adopt Resolution No. 2611-10 establishing user fees for miscellaneous discretionary services and repealing previously adopted user fees for such services. Vice Mayor Allen seconded the motion. The motion passed by a 5/0 vote.

**10.2 Establishment of 2010 Affordable Housing In-Lieu Fee**  
Senior Planner Thompson and Planning Director Chamberlin reported on this item.

Mayor Salmon opened the public hearing.

John Lowery, Burbank Housing Corporation, spoke in support of restoring the in-lieu fee as staff had suggested last year. He noted it was a good compromise between the needs to accumulate resources for affordable housing and ease the burden on the building industry.

There being no public testimony, Mayor Salmon closed the public hearing.

Councilmember Goble referenced an e-mail she received from Bob Glover, Home Builders Association, who is supporting the in-lieu fees as they were last year.

Councilmembers Fudge and Scholar supported raising the in-lieu fee to a higher level as recommended by staff.

Councilmember Goble moved to retain the current threshold and the in-lieu fees at their current levels. Vice Mayor Allen seconded the motion. Following a roll call vote, the motion passed by a 3/2 vote (Councilmembers Fudge and Scholar opposed).

## **11. REGULAR CALENDAR**

### **11.1 Designation of Consultant Selection Committee**

Planning Director Chamberlin reported on this item.

Mayor Salmon opened the public comment period. No comments were forthcoming.

Councilmember Goble moved to designate a three-member Consultant Selection Committee for preparation of the Station Area Plan and Programmatic Environmental Impact Report composed of Councilmember Scholar, Planning Commission Chair Conner and Planning Director Chamberlin. Councilmember Fudge will serve as the alternate. Vice Mayor Allen seconded the motion. The motion passed by a 5/0 vote.

### **11.2 2010 Town of Windsor Legislative Policy Guidelines**

Assistant Town Manager Johnson reported on this item.

Mayor Salmon opened the public comment period. No comments were forthcoming.

Following discussion, Councilmember Goble moved to adopt the Town of Windsor 2010 Legislative Policy Guidelines and authorized the Mayor and/or Town Manager to submit advocacy letters on behalf of the Town if the proposed State or Federal legislation is within the Town's adopted legislative policy guidelines, as amended below:

- a) Modify #2 under the Public Works section as follows: Support storm water quality regulations that recognize the area-wide storm water quality benefits of Smart Growth from a lot-by-lot approach to a broader overall watershed approach.
- b) Modify #4 under the Recreation and Parks section as follows: Work to strengthen policies that fund parks, open-space, bike lanes and non-motorized trails.

Vice Mayor Allen seconded the motion. The motion passed by a 5/0 vote.

### **11.3 Review Town Grant Funding Program**

Community Services Director Legge reported on this item.

Mayor Salmon opened the public comment period.

Jane Doroff, Council on Aging, spoke in support of formalizing the process for the Town Grant Funding Program.

Mayor Salmon closed the public comment period.

Following discussion, Council gave the following direction on the Town's Grant Funding Program:

Postpone any direction on the Town's Grant Funding Program for non-profit organizations until the mid-year financial update review scheduled for March 3, 2010. At this time, Council will have a better sense of its financial status and the ability to provide direction to move forward with the solicitation of applications. Staff was directed to encourage the various non-profit organizations to attend the Council's March 3, 2010 meeting and listen to the information discussed by Council. Staff will conduct outreach to the non-profit organizations and commence the solicitation of applications with the understanding that the Town's financial status may impact the program. Therefore, Council can postpone any action until Council determines its financial situation.

### **11.4 Status of 2010 Cinco de Mayo Celebration and Windsor Day Parade**

Community Services Director Legge reported on this item.

Mayor Salmon opened the public comment period.

Richard Fuller, Windsor Kiwanis, discussed the reasons why the Windsor Kiwanis will be holding the Windsor Days Parade on Saturday, May 8, 2010.

Mayor Salmon closed the public comment period.

Following discussion and by consensus, Council supported the request by the Windsor Kiwanis Club to hold the Windsor Days Parade on Saturday, May 8, 2010. It was also noted that the Cinco de Mayo celebration will be held on Saturday, May 1, 2010.

### **11.5 Appointments to Council Committees**

On a motion by Councilmember Goble, seconded by Councilmember Scholar, Council unanimously moved to make appointments to the various committees that Councilmembers serve on.

## **12. DISCUSSION AND/OR ACTION ON PENDING STATE OR FEDERAL LEGISLATION AND ACTIVITIES**

**12.1 League of California Cities**

**12.2 Sonoma County Mayors' and Councilmembers' Association  
Legislative Committee Update**

- a. Provide direction to the Mayor and/or its designee regarding appointments by the Sonoma County Mayors' and Councilmembers' Association and City Selection Committee on February 11, 2010.  
By consensus, Council directed Councilmember Fudge (as the voting delegate) to support the appointment of City of Sebastopol Councilmember Kathleen Shaffer to the North Bay Division, LOCC, Executive Board at the Sonoma County Mayors' and Councilmembers' Association and City Selection Committee on February 11, 2010.
- b. With regard to a request by Supervisor Kerns to place a casino advisory measure on the June ballot, Council supported bringing the casino advisory measure forward.

**13. MAYOR'S & COUNCILMEMBERS' REPORTS**

**13.1 Individual Councilmember Reports and Comments**

Councilmembers briefly reported on meetings they attended which were of interest to the Council.

**13.2 Reports on Meetings/Conferences**

Councilmembers reported on meetings they attended which were of interest to them.

**13.3 Requests for Future Council Agenda Items**

- a. Consider the cancellation of the February 3, 2010 Town Council meeting.  
By consensus, Council cancelled the February 3, 2010 Town Council meeting.

**14. TOWN MANAGER'S REPORT**

Town Manager Mullan reported that the annual Employee Service Awards lunch will be held Wednesday, January 27, 2010 to honor the service of various Town employees.

**14.1 Update on the Federal and State Stimulus Plan Efforts for the  
Town of Windsor**

No reports were made.

**15. ANNOUNCEMENT OF CLOSED SESSION TOPIC/ ADJOURNMENT TO  
CLOSED SESSION**

Mayor Salmon announced the following Closed Session topics and Council adjourned to a Closed Session in the Wild Oak Conference Room at 8:45 p.m.

**15.1 PUBLIC EMPLOYMENT**

- a. Title: Town Manager's Performance Evaluation  
Consideration of Town Manager's Performance Review pursuant to Government Code Section 54957.

**16. REPORT OUT OF CLOSED SESSION**

The closed session adjourned and the regular meeting reconvened with all members present. No action was taken during the Closed Session.

**17. ADJOURNMENT**

The meeting adjourned at 9:20 p.m., to a Special Joint Town Council and Planning Commission workshop scheduled for Tuesday, January 26, 2010 in the Civic Center Council Chambers located at 9291 Old Redwood Highway, Building 400 in Windsor.

Approved and adopted this 17th day of February 2010.

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Maria De La O, CMC  
Town Clerk