

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

**Wednesday, May 19, 2010
Regular Session - 6:00 p.m.**

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

- 1. CALL TO ORDER Call to order a joint meeting of the Town Council, also serving as the Board of Directors of the Windsor Redevelopment Agency and Town of Windsor Water District and Planning Commission.**

Mayor Salmon called to order a Special meeting of the Town Council, also serving as the Board of Directors of the Windsor Redevelopment Agency and Town of Windsor Water District and Planning Commission meeting at 6:05 p.m.

2. TOWN COUNCIL ROLL CALL

Present at the Roll Call were Vice Mayor Allen, Councilmember Fudge, Councilmember Goble, and Mayor Salmon.

Absent at the Roll Call were Councilmember Scholar.

3. PLANNING COMMISSION ROLL CALL

Present at Roll Call were Commissioners Albin, Conner, Cyphers, Chair Neece and Vice Chair Voge.

4. PLEDGE OF ALLEGIANCE

Senior Planner Jones led the Pledge of Allegiance.

5. CITIZEN PUBLIC COMMENT

Any citizen wishing to speak to the Council and Planning Commission on the Agenda item listed below or any item not listed on the agenda may do so at this time. Pursuant to the Brown Act, the Council and Planning Commission is not allowed to consider issues or take action on any item not listed on the agenda during this period. Each Citizen Public Comment is normally restricted to three (3) minutes in length and must be spoken into the microphone from the podium.

Kim Haney, Windsor resident, requested a Zoning amendment to allow for bee keeping in residential areas.

At this time, Item 8.1 (National Public Works Week) Proclamation was read.

Mayor Salmon read a Proclamation declaring the week of May 16-22, 2010, as "National Public Works Week" and presented it to Acting Assistant Town Engineer Stuart Hayre.

6. PUBLIC HEARING

6.1 2010 Merit Presentations Receive presentations for the 2010 Merit Presentations Program, but take no action, for the following project proposals:

- a. Windsor Creekside Village--8225 Conde Lane;
- b. Windsor Mill (Redesign)—8629, 8709, 8711, 8713, 8716, 8777 Bell Road; 8955 Conde Lane; 366 Johnson Street; and 8820 Larson Way

Senior Planner Jones reported on this item and acknowledged receipt of a letter from Dorothy Hammack dated May 10, 2010 regarding concerns related to the Windsor Mill (Redesign) project.

Copies of the letter is on file in the Town Clerk's office and Planning Department.

Council and Planning Commissioners heard presentations from the following individuals for consideration of their projects:

- a) Windsor Creekside Village--8225 Conde Lane;

Richard Deringer, Development Consultant, discussed the concept and components of the Windsor Creekside Village project.

- b. Windsor Mill (Redesign)—8629, 8709, 8711, 8713, 8716, 8777 Bell Road; 8955 Conde Lane; 366 Johnson Street; and 8820 Larson Way

Gaye Quinn, Agent, Quorum Real Estate Group, provided a brief history of the project and reviewed the modifications that were made to the Windsor Mill project.

Rick Williams of Van Meter, Williams and Pollack Architects, described the design of the project.

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

No action was taken on this matter.

[2010 Merit Presentations](#)

7. ADJOURNMENT TO REGULAR SESSION REGULAR SESSION

The Council adjourned at 7:30 p.m. to its regular meeting.

The Planning Commission adjourned at 7:30 p.m. to its next meeting scheduled for Tuesday, June 8, 2010 also in the Civic Center Council Chambers.

8. PRESENTATION(S)/PROCLAMATION(S)

The proclamation was read at the beginning of the joint meeting of the Town Council and Planning Commission.

8.1 Proclamation declaring the week of May 16-22, 2010, as "National Public Works Week."

[Proclamation May 16-22 2010 as Natl Public Wks Week](#)

9. [ANNOUNCEMENTS](#)

a. [Upcoming Town Events](#)

Mayor Salmon and Councilmembers announced upcoming events.

b. [One Cool Green Thing](#)

Councilmembers reported on eco-friendly alternatives.

10. [CONFLICT OF INTEREST DECLARATION](#)

None.

11. [CHANGES TO THE AGENDA](#)

Town Manager Mullan reviewed changes to resolutions for Item 13.3 (Agreements with Kennedy/Jenks Consultants and Sonoma County Water Agency) and Item 13.9 (Budget Amendments for Animal Care and Control Services). He noted that Council should incorporate the minor revisions in their motion to approve these items.

12. CITIZEN PUBLIC COMMENT

Any citizen wishing to speak to the Council on any Consent Calendar item or any item not listed on the agenda may do so at this time. Pursuant to the Brown Act, the Council is not allowed to consider issues or take action on any item not listed on the agenda during this period. Each Citizen Public Comment is

normally restricted to three (3) minutes in length and must be spoken into the microphone from the podium.

If you wish to speak on a Consent Calendar item, please notify the Mayor during Citizen Public Comment.

None.

13. CONSENT CALENDAR

Consent Calendar items are viewed as routine in nature or require little or no further discussion by the Council, public or applicant.

Councilmember Goble moved to adopt the Consent Calendar items as indicated below. Vice Mayor Allen seconded the motion. The motion passed by a 4/0/1 vote (Councilmember Scholar was absent).

13.1 Check Register No. 430 By motion, approve disbursements in the amount of \$1,488,956.27.

[13.1 Approve Check Register No. 430](#)

4/0/1 vote (Councilmember Scholar was absent). By motion, approved disbursements in the amount of \$1,488,956.27.

13.2 Approval of Minutes

By motion, approve the minutes of the regular meeting of May 5, 2010.

[13.2 Approval of Minutes for May 5 2010](#)

4/0/1 vote (Councilmember Scholar was absent). By motion, approved the minutes of the regular meeting of May 5, 2010.

13.3 Approve an Agreement with Kennedy/Jenks Consultants for Preparation of the Sonoma County Airport Area Recycled Water Project Planning Update and an Agreement with Sonoma County Water Agency for Cost Sharing

- a. Adopt a resolution approving a Professional Services Agreement with Kennedy/Jenks for an amount not to exceed \$98,116 for Preparation of the Sonoma County Airport Area Recycled Water Project Planning Update and an Agreement with the Sonoma County Water Agency for Cost Sharing of the subject Update and authorize the Town Manager to execute said agreements.
- b. Adopt a resolution approving amending the 2009-10 Budget to Appropriate Funds for preparation of the Sonoma County Airport Area Recycled Water Project Planning Update.

4/0/1 vote (Councilmember Scholar was absent). Adopted the following resolutions:
a) Adopted Resolution No. 2685-10 approving a Professional Services Agreement with Kennedy/Jenks for an amount not to exceed \$98,116 for Preparation of the Sonoma County Airport Area Recycled Water Project Planning Update and an Agreement with the Sonoma County Water Agency for Cost Sharing of the subject Update and authorized the Town Manager to execute said agreements as amended.

b) Adopted Resolution No. 2686-10 approving amending the 2009-10 Budget to Appropriate Funds for preparation of the Sonoma County Airport Area Recycled Water Project Planning Update.

[13.3 Agrmt w Kennedy Jenks SC Airport Area Recycled Water Proj Plng Update](#)

[2685-10 Prof Svs Agmt W Kennedy Jenks for Prep of SC Airport Area Recycled Water Proj](#)

[2686-10 Amending 09-10 Budget Preparation of SC Airport Area Recycled Water Proj](#)

13.4 Replacement Housing Plan for the Manzanita Self-Help Project

Adopt a resolution of the Town of Windsor Redevelopment Agency adopting a replacement housing plan for the Manzanita Self-Help Project.

4/0/1 vote (Councilmember Scholar was absent). Adopted Resolution No. 2687-10 of the Town of Windsor Redevelopment Agency adopting a replacement housing plan for the Manzanita Self-Help Project.

[13.4 Replacement Housing Plan for the Manzanita Self-Help Project](#)

[2687-10 RDA Adopting Replacement Housing Plan Manzanita Self Help Proj](#)

13.5 Relocation Plan for the Manzanita Self-Help Project

Adopt a resolution of the Town Council approving a relocation plan for the Manzanita Self-Help Project.

4/0/1 vote. Adopted Resolution No. 2688-10 of the Town Council approving a relocation plan for the Manzanita Self-Help Project.

[13.5 Relocation Plan for the Manzanita Self-Help Project - Town](#)

[2688-10 Approving Relocation Plan for Manzanita Self Help Project](#)

13.6 Civic Center Courtyard Use Agreement for Demonstration Garden

Adopt a resolution authorizing the Town Manager to execute a Use Agreement with the Windsor Garden Club for the use of the Civic Center Courtyard for operating a Demonstration Garden.

4/0/1 vote (Councilmember Scholar). Adopted Resolution No. 2689-10 authorizing the Town Manager to execute a Use Agreement with the Windsor Garden Club for the use of the Civic Center Courtyard for operating a Demonstration Garden.

[13.6 Civic Center Courtyard Use Agreement for Demonstration Garden](#)

[2689-10 Agrmt w Windsor Garden Club Use of Civic Center Courtyard Demonstration Garden](#)

**13.7 Acceptance of work for the Civic Center, Building 300 & 400 Cool Roof Project
Adopt a resolution accepting as complete the contract work performed by
Peterson Dean Roofing and Solar Systems for the Civic Center Building 300 &
400 Cool Roof Project, and directing the Town Clerk to record a Notice of
Completion.**

4/0/1 vote (Councilmember Scholar was absent). Adopted Resolution No. 2690-10 authorizing the Town Manager to execute a Use Agreement with the Windsor Garden Club for the use of the Civic Center Courtyard for operating a Demonstration Garden.

[13.7 Acceptance of Work for Civic Center Bldg 300 400 Cool Roof Prj](#)

[2690-10 Accepting as Complete Contract Work for Civic Center Bldg 300 and 400 Cool Roof Proj](#)

**13.8 Status Report Implementation of Operational Efficiencies at the Windsor
Public Works Department and related budget amendments**

- a. Adopt a resolution amending the 2009-10 budget to reappropriate funds from the elimination of three vacant engineer positions in the Public Works Department and to reappropriate funding for the implementation of Citygate recommendations in the Public Works Department.
- b. Adopt a resolution amending the 2010-11 budget to reappropriate funds from the elimination of three vacant engineer positions in the Public Works Department and to reappropriate funding for the implementation of Citygate recommendations in the Public Works Department.

4/0/1 vote (Councilmember Scholar was absent). Adopted the following resolutions:

- a. Adopted Resolution No. 2691-10 amending the 2009-10 budget to reappropriate funds from the elimination of three vacant engineer positions in the Public Works Department and to reappropriate funding for the implementation of Citygate recommendations in the Public Works Department.
- b. Adopted Resolution No. 2692-10 amending the 2010-11 budget to reappropriate funds from the elimination of three vacant engineer positions in the Public Works

Department and to reappropriate funding for the implementation of Citygate recommendations in the Public Works Department.

[13.8 Status Rpt Implementation Operational Efficiencies at Windsor Public Works Dept](#)

[2691-10 Amending 09-10 Budget Reappropriate Funding Implementation of Citygate Recmmdations](#)

[2692-10 Amending 10-11 Budget Reappropriating Funding Implementation of Citygate Recmmdations](#)

13.9 Approve Budget Amendments for Animal Care and Control Services

- a. Adopt a resolution amending the 2009-10 Budget (Amendment 26-10) to appropriate additional funds in the amount of \$48,000 for the anticipated increase in Animal Care and Control costs from the County.
- b. Adopt a resolution amending the 2010-11 Budget (Amendment 09-11) to appropriate additional funds in the amount of \$56,000 for the anticipated increase in Animal Care and Control costs from the County.

4/0/1 vote (Councilmember Scholar was absent). Adopted the following resolutions:

- a. Adopted Resolution No. 2693-10 amending the 2009-10 Budget (Amendment 26-10) to appropriate additional funds in the amount of \$3,000 for the anticipated increase in Animal Care and Control costs from the County, as amended.
- b. Adopted Resolution No. 2694-10 amending the 2010-11 Budget (Amendment 09-11) to appropriate additional funds in the amount of \$56,000 for the anticipated increase in Animal Care and Control costs from the County.

[2693-10 Amending 09-10 Budget Addl Funds Increase in Animal Care and Control Costs](#)

[2694-10 Amending 10-11 Budget Addl Funds Increase in Animal Care and Control Costs](#)

[13.9 Approve Budget Amendments for Animal Care and Control Service](#)

13.10 Appointment of Youth to Parks and Recreation Commission Appoint Windsor High School students Carmen Mudget and Kayla Winters as youth representatives on the Parks and Recreation Commission.

[13.10 Appointment of Youth to Parks and Recreation Commission](#)

4/0/1 vote (Councilmember Scholar was absent). Appointed Windsor High School students Carmen Mudget and Kayla Winters as youth representatives on the Parks and Recreation Commission.

14. PUBLIC HEARING - NONE

15. REGULAR CALENDAR Those matters requiring discussion and/or action by the Council will be heard at this time. Regular Calendar items will be taken up and acted upon separately.

Please note that the Regular Calendar Items were considered in the following order:

15.3 (Agreement for Services with the Windsor Chamber of Commerce)

15.4 (Report on Agreement for Services with Sonoma County Tourism Bureau)

15.2 (Status Report on Economic Development Strategic Plan)

15.1 (Adoption of Resolutions of Intention as part of Fiscal Year 2010-11 Annual Proceedings for Windsor Assessment Districts)

15.1 Adopt Resolutions of Intention as part of Fiscal Year 2010-11 Annual Proceedings for Windsor Assessment Districts

15.1 Adopt Resos of Intention FY 2010 11 Annual Proceedings for Windsor Assessment Districts

- a. Adopt a resolution of Intention to collect annual assessments, preliminary approve the FY 2010-11 Engineer's Report for the Town of Windsor Landscaping and Lighting Special Assessment District (LLAD-1) and set the time and date for the public protest hearing.

15.1 Prelim-L1 Engineers Report-complete-signed

- b. Adopt a resolution of Intention to collect annual assessments, preliminarily approve the FY 2010-11 Engineer's Report for the Town of Windsor Landscaping and Lighting Assessment District No. 2 (LLAD-2) and set the time and date for the public information meeting and the public protest hearing.

15.1 Prelim-L2 Engineers Report-complete-signed

- c. Adopt a resolution of Intention to collect assessments, preliminarily approve the FY 2010-11 Engineer's Report for the Town of Windsor 1982 Act Benefit Assessment District (82-AAD) and set the time and date for the public information meeting and the public protest hearing.

15.1 Prelim-82A Engineers Report complete signed

Acting Assistant Town Engineer Hayre briefly reported on this item.

John Wanger, Coastland Civil Engineers, briefly outlined the actions Council will need to take this evening.

Mayor Salmon called for comments from the audience. None were forthcoming.

Vice Mayor Allen moved to adopt the following resolutions:

a) Adopted Resolution No. 2695-10 of Intention to collect annual assessments, preliminarily approve the FY 2010-11 Engineer's Report for the Town of Windsor Landscaping and Lighting Special Assessment District (LLAD-1) and set the time and date for the public protest hearing.

b) Adopted Resolution No. 2696-10 of Intention to collect annual assessments, preliminarily approve the FY 2010-11 Engineer's Report for the Town of Windsor Landscaping and Lighting Assessment District No. 2 (LLAD-2) and set the time and date for the public information meeting and the public protest hearing.

c) Adopted Resolution No. 2697-10 of Intention to collect assessments, preliminarily approve the FY 2010-11 Engineer's Report for the Town of Windsor 1982 Act Benefit Assessment District (82-AAD) and set the time and date for the public information meeting and the public protest hearing.

Councilmember Goble seconded the motion. The motion passed by a 4/0/1 vote (Councilmember Scholar was absent).

[2695-10 Levy and Collect Annual Assessments Prelim Approve Engineers Rpt for FY 10-11 LLAD1](#)

[2696-10 Levy and Collect Annual Assessments Prelim Approve Engineers Rpt for FY 10-11 LLAD2](#)

[2697-10 Levy and Collect Annual Assessments Prelim Approve Engineers Rpt for FY 10-11 82AAD](#)

15.2 Status Report on Economic Development Strategic Plan
Receive status report on the Economic Development Strategic Plan and provide direction to staff, if needed.

[15.2 Status Report on Economic Development Strategic Plan](#)

Assistant Town Manager Johnson reported on this item.

Senior Management Analyst Kelley reviewed strategic initiatives related to the Economic Development Strategic Plan.

Mayor Salmon called for comments from the audience. None were forthcoming.

Council was supportive of staff's efforts to implement the initiatives in the Economic Development Strategic Plan.

15.3 Agreement for Services with the Windsor Chamber of Commerce By motion, approve a professional services agreement with the Windsor Chamber of Commerce in an amount not to exceed \$87, 200 for services related to the operation of the Visitors' Center and marketing and promotions for Fiscal Year 2010-2011 and authorizing the Town Manager to execute the agreement on behalf of the Town.

15.3 Agreement for Services with the Windsor Chamber of Commerce

Assistant Town Manager Johnson reported on this item.

Gary Quackenbush, Windsor Chamber of Commerce Executive Director, explained why he supports the agreement with the Windsor Chamber of Commerce and encouraged Council to approve it.

John Reyes, Windsor Chamber of Commerce, commented on the importance and the value of the Chamber's partnership with the Town.

Councilmember Goble moved to approve a professional services agreement with the Windsor Chamber of Commerce in an amount not to exceed \$87,200 for services related to the operation of the Visitors' Center and marketing and promotions for Fiscal Year 2010-11 and authorizing the Town Manager to execute the agreement on behalf of the Town. Councilmember Fudge seconded the motion. The motion passed by a 4/0/1 vote (Councilmember Scholar was absent).

15.4 Report on Agreement for Services with Sonoma County Tourism Bureau Receive a status report provided by the Sonoma County Tourism Bureau on their current agreement with the Town of Windsor to provide tourism marketing services during Fiscal Year 09-10 and provide direction to staff on whether or not to renew the agreement for Fiscal Year 2010-11.

15.4 Report on Agreement for Services with Sonoma County Tourism Bureau

Assistant Town Manager Johnson reported on this item.

Mayor Salmon called for comments from the audience.

Jill Vanden Heuvel, Communications Architect, Sonoma County Tourism Bureau, summarized the details of the Project Status Report.

Dan Evans, Member of the Sonoma County Tourism Board, stated that Windsor had a 23% increase in occupancy levels and that this was due to the marketing strategies of the Sonoma County Tourism Bureau.

Scott Setherfield, General Manager of Hampton Inn, discussed the benefits of the Tourism marketing strategies for the Town of Windsor and asked Council to continue to invest in this program.

Erin McCulley, Hampton Inn and Suites, discussed how funds allocated to market the Hampton Inn and Suites were utilized.

There were no further comments from the public.

Discussion followed, during which Council indicated their support for renewing the agreement for services with the Sonoma County Tourism Bureau for fiscal year 2010-11.

16. FEDERAL, STATE OR LOCAL LEGISLATION Discussion and/or action on proposed legislation or issues.

16.1 League of California Cities Discussion and/or action on activities or information provided by the League of California Cities.

Mayor Salmon and Councilmembers reported on meetings they attended and are of interest to them.

16.2 Sonoma County Mayors' and Councilmembers' Association Update

- a. Legislative Committee Update
- b. Discussion of Upcoming Association Meeting Agendas or Issues
- c. Miscellaneous Issues

17. TOWN MANAGER'S REPORT (NO WRITTEN REPORT.)

No report was made.

18. ADJOURNMENT

Adjourn to the next regular Council meeting scheduled for Wednesday, June 2, 2010, in the Civic Center Council Chambers located at 9291 Old Redwood Highway, Building 400 in Windsor.

The meeting adjourned at 9:10 p.m. to the next regular Council meeting scheduled for Wednesday, June 2, 2010, in the Civic Center Council Chambers located at 9291 Old Redwood Highway, Building 400 in Windsor.

Maria De La O, CMC
Town Clerk