

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

Wednesday, December 1, 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 meeting of the Town Council, also serving as the Board of Directors of the Windsor Redevelopment Agency and Town of Windsor Water District.

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 6:00 p.m.

2. **COUNCIL ROLL CALL**

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

3. **PLEDGE OF ALLEGIANCE**

Councilmember Goble led the Pledge of Allegiance.

4. **CANVASS OF BALLOTS AND RESULTS OF NOVEMBER 2, 2010, MUNICIPAL ELECTION**

- 4.1 **Resolution Declaring Results of November 2, 2010, Election and Canvass of Ballots**

Adopt a resolution reciting the fact of the General Municipal Election held on November 2, 2010, declaring the result and such other matters as provided by law and thereby determining that Robin Goble, Sam Salmon and Steve Allen have been elected to the office of Member of the Windsor Town Council.

Councilmember Fudge moved to adopt Resolution No. 2754-10 reciting the fact of the General Municipal Election held on November 2, 2010, declaring the result and such other matters as provided by law and thereby determining that Robin Goble, Sam Salmon and Steve Allen have been elected to the office of Member of the Windsor Town Council. Councilmember Scholar seconded the motion. The motion passed by a 5/0 vote.

[4.1 Resolution Declaring Results of 11-2-10 Election and Canvass Ballots](#)

[2754-10 Canvass Nov 2 2010 Election](#)

5. [REORGANIZATION OF COUNCIL](#)

5.1 Selection of Mayor

Councilmember Fudge moved to nominate Vice Mayor Allen to fill the office of Mayor. Councilmember Scholar seconded the motion. The motion passed by a 5/0 vote.

5.2 [Selection of Vice Mayor](#)

Councilmember Goble moved to nominate Councilmember Fudge to fill the position of Vice Mayor. Councilmember Scholar seconded the motion. The motion passed by a 5/0 vote.

**5.3 [Presentation to Outgoing Mayor Salmon](#)
[RECESS](#)**

Mayor Allen presented outgoing Mayor Salmon with gifts acknowledging him for his services to the Town as Mayor.

Council recessed from 6:15 p.m. until 6:20 p.m. and reconvened with all members present.

6. PRESENTATION(S)/PROCLAMATION(S)

6.1 Proclamation honoring Peter Chamberlin for Eleven Years of Outstanding Leadership as the Planning and Building Director and Congratulating him on his retirement.

Mayor Allen read and presented a Proclamation to Peter Chamberlin honoring him for Eleven Years of Outstanding Leadership as the Planning and Building Director and Congratulating him on his retirement.

[6.1 Proclamation Honoring Peter Chamberlin and Congratulating him on his retirement](#)

7. [ANNOUNCEMENTS](#)

a. Upcoming Town Events

Mayor Allen and Councilmembers announced upcoming events.

b. One Cool Green Thing

Councilmembers reported on eco-friendly alternatives.

8. CONFLICT OF INTEREST DECLARATION

None.

9. CHANGES TO THE AGENDA

Staff recommended opening the public hearing related to Item 12.1 (Resolution Approving an Updated Water Capacity Fee for Future Development) and continuing the hearing to a date certain of January 19, 2011.

10. 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.

11. 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 Salmon moved to adopt the Consent Calendar items as indicated below. Councilmember Goble seconded the motion. The motion passed by a 5/0 vote.

11.1 Check Register No. 444

By motion, approve disbursements in the amount of \$1,532,938.61.

5/0 vote. By motion, approved disbursements in the amount of \$1,532,938.61.

11.1 Approve Check Register No. 444

11.2 Approval of Minutes

By motion, approve the minutes of the regular meetings of November 3, 2010 and November 17, 2010.

5/0 vote. By motion, approved the minutes of the regular meeting of November 3, 2010 as corrected.

3/0/2 vote (Mayor Salmon and Councilmember Fudge abstained). By motion, approved the minutes of the regular meeting of November 17, 2010.

[11.2 Approval of Minutes for 11-03-10 and 11-17-10](#)

11.3 Approval of Janitorial Services Agreement

By motion, approve a contract services agreement with Pride Industries One, Inc. in the amount of \$48,766 per year to provide janitorial services to Town Facilities and authorize the Town Manager to execute the agreement and any change orders on behalf of the Town.

5/0 vote. By motion, approved a contract services agreement with Pride Industries One, Inc. in the amount of \$48,766 per year to provide janitorial services to Town Facilities and authorized the Town Manager to execute the agreement and any change orders on behalf of the Town.

[11.3 Approval of Janitorial Services Agreement](#)

11.4 Approval of Landscape Maintenance Contract Services Agreement

By motion, approve a contract services agreement with TruGreen LandCare Inc. in the amount of \$104,283.00 per year to provide landscape maintenance support services to Town parks, facilities and streetscapes and authorize the Town Manager to execute the agreement and any change orders on behalf of the Town.

5/0 vote. By motion, approved a contract services agreement with TruGreen LandCare Inc. in the amount of \$104,283.00 per year to provide landscape maintenance support services to Town parks, facilities and streetscapes and authorized the Town Manager to execute the agreement and any change orders on behalf of the Town.

[11.4 Approval of Landscape Maintenance Contract Services Agreement](#)

11.5 Cancellation of the December 15, 2010 Regular Town Council Meeting

By motion, cancel the regular meeting of the Town Council scheduled for December 15, 2010.

5/0 vote. By motion, canceled the regular meeting of the Town Council scheduled for December 15, 2010.

[11.5 Cancellation of the December 15, 2010 Regular TC Mtg](#)

11.6 Adopt a resolution to Execute a Landscaping and Lighting Maintenance Agreement for 10288 Starr Road - Head Start Child Pre-School Program (UP 08-47)

Adopt a resolution to approve a Landscape and Lighting Maintenance Agreement adding the property at 10288 Starr Road into Zone 2 of the Windsor Landscaping and Lighting Special Assessment District for street light maintenance and annexing the property into the Windsor Landscaping and Lighting Assessment District No. 2 for the supplemental parks fee and authorizing the Town Manager to execute the agreement.

5/0 vote. Adopted Resolution No. 2755-10 to approve a Landscape and Lighting Maintenance Agreement adding the property at 10288 Starr Road into Zone 2 of the Windsor Landscaping and Lighting Special Assessment District for street light maintenance and annexing the property into the Windsor Landscaping and Lighting Assessment District No. 2 for the supplemental parks fee and authorized the Town Manager to execute the agreement.

[11.6 Adopt Reso to Execute LLAD Maintenance Agreement for 10288 Starr Rd Head Start Program](#)

[2755-10 Approve 10288 Starr Road - Landscaping and Lighting Agreement - UP 08-47](#)

Hembree House Cultural Center Lease Agreement Amendment

11.7 By motion, approve Amendment No. 3 of the Hembree House Cultural Center Lease Agreement removing the Windsor Arts Council, naming the Windsor Historical Society as the sole tenant of the Hembree House Cultural Center and authorize the Town Manager to execute the amendment.

5/0 vote. By motion, approved Amendment No. 3 of the Hembree House Cultural Center Lease Agreement removing the Windsor Arts Council, naming the Windsor Historical Society as the sole tenant of the Hembree House Cultural Center and authorized the Town Manager to execute the amendment.

[11.7 Hembree House Cultural Center Lease Agreement Amendment](#)

11.8 Multi Year Professional Services Agreement for Development Plan Check, Map Check and Inspection Services

By motion, approve a multi year professional services agreement with Coastland Civil Engineering, Inc., to provide development plan check, map check and inspection services and authorize the Town Manager to execute the agreement.

5/0 vote. By motion, approved a multi-year professional services agreement with Coastland Civil Engineering, Inc., to provide development plan check, map check and inspection services and authorized the Town Manager to execute the agreement.

[11.8 Multi Year Services Agrmt for Development Plan Check and Inspection Services](#)

11.9 Resolution for Merit Ranking the Windsor Mill (Revised) Project and Tabling Allocation Reservations for One Year

Adopt a resolution for Merit Ranking the Windsor Mill (Revised) Project and tabling consideration of allocation reservations for one year.

5/0 vote. Adopted Resolution No. 2756-10 for Merit Ranking the Windsor Mill (Revised) Project and tabling consideration of allocation reservations for one year.

[11.9 Adopt Reso for Merit Ranking Windsor Mill Revised Project and Tabling Allocations](#)

[2756-10 Merit Ranking Windsor Mill -Revised- and Table Allocation Reservations](#)

12. PUBLIC HEARING

Public Hearing items will begin at the time shown, or as close thereafter as possible, to allow for completion of the item.

12.1 [Resolution Approving an Updated Water Capacity Fee for Future Development](#)

[Acting as the Board of Directors of the Windsor Water District, adopt a resolution approving updated water capacity fees for future development within the Town of Windsor and superseding the existing water capacity fee established by Resolution No. 916-00 and amended by Resolution 1630-04.](#)

Mayor Allen opened the public hearing and continued it to a date certain of January 19, 2011.

[12.1 Approving Updated Water Capacity Fee for Future Development](#)

12.2 [Workshop for the Shiloh Marketplace](#)

[Review and provide comments on Shiloh Marketplace a commercial/retail center proposal at 895 Shiloh Road.](#)

Associate Planner Cangson and Planning and Building Director Chamberlin reported on this item.

Jim Provost, applicant, discussed various components of the proposed project.

Mayor Allen opened the public hearing.

Frank (last name inaudible) noted his objection to the proposed Shiloh Marketplace project.

Mayor Allen closed the public hearing.

Council expressed general support for the proposed development concept and the proposed General Amendment and rezone to Gateway Commercial. The Council also provided direction to staff on the proposed layout of the site, and the architecture/design of the site.

[12.2 Workshop for the Shiloh Marketplace](#)

13. [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.](#)

13.1 [Report on Bi-Monthly vs. Monthly Utility Billing](#)

[Provide direction to staff to continue to bill utility accounts on a bi-monthly basis or to convert to monthly billing.](#)

Accounting Supervisor Owens reported on this item.

Mayor Allen called for comments from the audience.

Elizabeth Traynham, Windsor resident, expressed disappointment that other options for payment of utility bills were not explored.

There were no further comments from the audience.

Council directed staff to continue to bill utility accounts on a bi-monthly basis. However, staff was encouraged to conduct outreach to let customers know that there are other payment options available.

[13.1 Report on Bi-Monthly vs. Monthly Utility Billing](#)

13.2 [2010 Report on Conservation Activities](#)

[Receive a status report from staff on Town's water conservation activities.](#)

Water Conservation Coordinator Piazza reported on this item.

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

Council received a status report on water conservation activities. No action was taken on this item.

[13.2 2010 Report on Conservation Activities](#)

13.3 Sustainable Design Assessment Team (SDAT) Update
Receive a report on implementation of the SDAT Final Report recommendation and provide direction to staff for further implementation through the General Plan update and Greenhouse Gas Reduction Plan update.

Planning and Building Director Chamberlin reported on this item.

Senior Planner Thompson reviewed the progress on the key recommendations.

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

Council received a report on implementation of the SDAT Final Report Recommendation and gave direction to staff.

13.3 Sustainable Design Assessment Team SDAT Update

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

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

14.2 Sonoma County Mayors' and Councilmembers' Association Update

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

Vice Mayor Fudge discussed the importance of Lillian Hames representing SMART to address the Sonoma County Mayors' and Councilmembers' Association at their February 2011 meeting.

Council suggested that staff reserve the use of the Huerta Gymnasium to hold the Sonoma County Mayors' and Councilmembers' Association meeting that will be held in February of 2011 in Windsor.

Council discussed the process to deal with future speakers for the Sonoma County Mayors' and Councilmembers' Association meetings.

- c. Miscellaneous Issues

15. MAYOR'S & COUNCILMEMBERS' REPORTS

15.1 Individual Councilmember Reports and Comments

None.

15.2 Reports on Meetings/Conferences

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

15.3 Reports from Councilmembers on activities of miscellaneous agencies

None.

15.4 Requests for Future Council Agenda Items

None.

16. TOWN MANAGER'S REPORT (No Written Report).

Town Manager Mullan reported that the Council's December 15, 2010 regular meeting has been cancelled.

17. ADJOURNMENT

Adjourn to a Special Closed Session meeting scheduled for Wednesday, December 8, 2010, at 6:00 p.m. in the Civic Center Council Chambers located at 9291 Old Redwood Highway, Building 400 in Windsor.

The meeting adjourned to a Special Closed Session meeting scheduled for Wednesday, December 8, 2010, at 6:00 p.m. in the Civic Center Council Chambers located at 9291 Old Redwood Highway, Building 400 in Windsor.

Maria De La O, CMC
Town Clerk