

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

Wednesday, January 5, 2011  
Regular Session - 6:00 p.m.

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

1. **CALL TO ORDER**

Mayor Allen 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 Mayor Allen, Vice Mayor Fudge, Councilmembers Goble, Salmon and Scholar.

3. **PLEDGE OF ALLEGIANCE**

New Planning and Building Director Jim Bergman led the Pledge of Allegiance.

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

4.1 **Presentation of a Plaque to Employee of the Quarter Heath Blackwell, Maintenance Specialist with the Public Works Department.**

Mayor Allen presented Heath Blackwell, Public Works Maintenance Specialist, with the Employee of the Quarter plaque and remarked on all his accomplishments.

4.2 **Mayor's Certificate of Appreciation acknowledging the contributions made by Steven D. Herrington, Ph.D. in recognition of his extraordinary service with the Windsor Unified School District and the Windsor Community.**

Mayor Allen presented a Mayor's Certificate of Appreciation to Windsor Unified School District Superintendent Steven D. Herrington, Ph.D., and acknowledged his service and contributions to the Windsor Unified School District and the Windsor Community.

4.2 Mayors Certificate of Appreciation Steve D Herrington PH.D.

**4.3 Mayor's Certificate of Special Recognition to Donna Legge, Parks and Recreation Director for her significant role in instituting the highly successful sponsorship program by which the Town's popular special events, particularly, Summer Nights on the Green, have been preserved and extended.**

Mayor Allen presented a Mayor's Certificate of Special Recognition to Parks and Recreation Director Donna Legge for her significant role in instituting the highly successful sponsorship program by which the Town's popular special events, particularly, Summer Nights on the Green, have been preserved and extended.

4.3 Mayors Certificate of Special Recognition Donna Legge

**4.4 Mayor's Certificate of Appreciation to the Holiday Celebration Sponsors.**

Mayor Allen presented the following Certificates of Appreciation to the following Holiday Celebration Sponsors:

Exchange Bank, Nicole Werstler, Customer Service Manager  
RMC Water and Environment, David Richardson, Vice President  
Windsor Certified Farmers Market, Glenda Castelli, Manager  
Windsor Masonic Lodge, Tony Waller, Junior Decon  
Peets Coffee  
Harkey Construction

**4.5 Mayor's Certificate of Special Recognition Acknowledging Mirepoix Restaurant for earning the prestigious Michelin Star Award in the latest edition of the organization's San Francisco Guide, and nine years of hard work and sacrifice.**

Mayor Allen presented a Mayor's Certificate of Special Recognition to Matthew and Bryan Bousquet acknowledging Mirepoix Restaurant for earning the prestigious Michelin Star Award in the latest edition of the organization's San Francisco Guide, and nine years of hard work and sacrifice.

4.5 Mayors Certificate of Special Recognition Mirepoix

**5. ANNOUNCEMENTS**

Town Manager Mullan introduced new Planning and Building Director Jim Bergman.

**a. Upcoming Town Events**

Mayor Allen and Councilmembers announced upcoming events.

b. [One Cool Green Thing](#)

None.

6. [CONFLICT OF INTEREST DECLARATION](#)

None.

7. [CHANGES TO THE AGENDA](#)

None.

8. [CITIZEN PUBLIC COMMENT](#)

No comments were made.

9. [CONSENT CALENDAR](#)

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

**9.1 Check Register No. 445**

5/0 vote. By motion, approved disbursements in the amount of \$3,198,605.80.

[9.1 Approve Check Register No. 445](#)

**9.2 Approval of Minutes**

5/0 vote. By motion, approved the minutes of the regular meeting of December 1, 2010 and the Special Closed Session Meeting of December 8, 2010.

[9.2 Approval of Minutes Dec. 1, 2010 and Dec. 8, 2010 Special Closed Session](#)

**9.3 Approve the Audited Financial Statements and Management Report for Fiscal Year Ended June 30, 2010**

- a. By motion, approve the Financial Statements with Independent Auditor's Report for the Fiscal Year Ended June 30, 2010.

5/0 vote. By motion, approved the Financial Statements with Independent Auditor's Report for the Fiscal Year Ended June 30, 2010.

- b. By motion, approve the Management Report submitted by Mann, Urrutia, Nelson CPAs & Associates LLP dated December 6, 2010.

5/0 vote. By motion, approved the Management Report submitted by Mann, Urrutia, Nelson CPAs & Associates LLP dated December 6, 2010.

### [9.3 Approve Financial Statements and Report for FY Ended June 30, 2010](#)

#### **9.4 Approve the Annual Housing Activity Report and Agency Audit**

5/0 vote. By motion, approved the Annual housing activity report and the Agency audit and authorized the Executive Director to submit these documents to the Office of the State Controller.

### [9.4 Approve annual housing activity report and agency audit](#)

#### **9.5 Approve an Amendment to the Professional Services Agreement with Carl L. Euphrat for Public Works Project Management Services**

5/0 vote. By motion, approved an amendment to the Professional Services Agreement with Carl L. Euphrat in an amount not to exceed \$70,000 for Public Works Project Management Services and Civil Engineering Oversight and authorized the Town Manager to execute said amendment on behalf of the Town.

### [9.5 Approve an Amendment to PSA w Carl L. Euphrat for Public Works Project Management Services](#)

#### **9.6 Water Reclamation System SCADA Improvements Project**

- a. By motion, amend the contract with ArcSine Engineering for Design and Installation of the SCADA Improvements Project and authorize the Town Manager to execute the contract amendment and any required subsequent amendments in an additional amount not-to-exceed \$147,000.00.

5/0 vote. By motion, amended the contract with ArcSine Engineering for Design and Installation of the SCADA Improvements Project and authorized the Town Manager to execute the contract amendment and any required subsequent amendments in an additional amount not-to-exceed \$147,000.00.

- b. Adopt a resolution amending the FY 10/11 budget to appropriate additional funds in the amount of \$147,000 to the Water Reclamation System SCADA Upgrades Project from unappropriated funds in the Water Reclamation Capital Replacement Fund.

5/0 vote. Adopted Resolution No. 2757-11 amending the FY 10/11 budget to appropriate additional funds in the amount of \$147,000 to the Water Reclamation System SCADA Upgrades Project from unappropriated funds in the Water Reclamation Capital Replacement Fund.

[2757-11 Amending 2010-11 Budget to Appropriate Additional Funds for SCADA Project](#)

[9.6 Water Reclamation System SCADA Improvements Project](#)

**9.7 Approve an Amendment to an Agreement with RMC Water and Environment for Program Management Services for Water and Water Reclamation Capital Programs**

5/0 vote. By motion, approved an amendment to the Professional Services Agreement with RMC Water and Environment for Program Management Services for Water and Water Reclamation Programs and authorized the Town Manager to execute said amendment for an amount not to exceed \$192,223.00

[9.7 Approve Amendment to Agmt w RMC for Water and Water Reclamation Capital Programs](#)

**9.8 2011 Town of Windsor Legislative Policy Guidelines**

5/0 vote. By motion, adopted the Town of Windsor 2011 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.

[9.8 2011Town of Windsor Legislative Policy Guidelines](#)

**9.9 Acceptance of Work for the Pueblo Viejo Park Drainage Improvement Project**

5/0 vote. Adopted Resolution No. 2758-11 accepting the contract work performed by John Benward Company, Inc., for the construction of the Pueblo Viejo Park Drainage Improvement Project and directed the Town Clerk to record a Notice of Completion.

[9.9 Acceptance of Work for Pueblo Viejo Park Drainage Improvement Project](#)

[2758-11 Accepting Work by John Benward Company Inc for Pueblo Viejo Park Drainage Improv Project](#)

**9.10 Approve an Amendment to the Professional Services Agreement with The Reed Group, Inc. for Water Capacity Fee Study Services**

5/0 vote. By motion, approved an amendment to the Professional Services Agreement with The Reed Group, Inc. in an amount not to exceed \$5,000 for Water Capacity Fee Study Services and authorized the Town Manager to execute said amendment on behalf of the Town.

[9.10 Approve Amendment to PSA with The Reed Group, Inc for Water Capacity Fee Study Services](#)

**9.11 Budget Appropriation Supplement for the Old Redwood Highway Streetscape Design Guidelines**

5/0 vote. Adopted joint Resolution No. 2759-11 of the Town Council and the Board of Directors of the Redevelopment Agency of the Town of Windsor authorizing the use of \$25,000.00 of Tax Increment Funds for public improvements of benefit to the Town of Windsor and making findings required by California Health and Safety Code Section 33445 and amending the 2010-11 Budget to appropriate funds to supplement preparation of the Old Redwood Highway Streetscape Design Guidelines between Windsor Road and Windsor River Road and authorized the Town Manager and Executive Director of the Town of Windsor Redevelopment Agency to execute such other documents and take such other actions as necessary or appropriate to complete the Streetscape Design Guidelines Project.

[9.11 Budget Appropriation Supplement for ORH Streetscape Design Guidelines](#)

[2759-11 TC - RDA Authorizing Funds for ORH Streetscape Design Guidelines](#)

**10. [PUBLIC HEARING - None.](#)**

**11. [REGULAR CALENDAR](#)**

**11.1 [2009-11 Budget Update](#)**

Administrative Services Director McAdler reported on this item.

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

Councilmember Goble moved to accept the 2009-11 Budget Update report with staff's recommendations as outlined in the staff report. Councilmember Scholar seconded the motion. The motion passed by a 5/0 vote.

[11.1 2009-11 Budget Update](#)

## **11.2 Accept Redevelopment Agency Financial Review and Projections Analysis**

Administrative Services Director McAdler reported on this item.

Assistant Town Manager Johnson gave an overview of the project and introduced Consultant Darin Fields from Management Partners, Inc.

Darin Fields, Management Partners Inc., discussed the original and current scope of work as well as the financial review and projections analysis that was prepared for the Town.

Vice Mayor Fudge moved to accept the Windsor Redevelopment Agency financial review and projection analysis prepared by Management Partners, Inc. with staff's recommendations outlined in the staff report. Councilmember Goble seconded the motion. The motion passed by a 5/0 vote.

## **11.2 Accept RDA Financial Review and Projections Analysis**

### **11.3 Funding request by the Old Downtown Windsor Merchants Association for Police Services during the 2011 Tuesday Night Kids Movie Series**

- a. Adopt a Resolution amending the 2010-2011 budget, (Amendment 19-11) to appropriate funds for Police overtime for three Tuesday Movie Nights in June 2011 in the amount of \$1,481 from the General Fund unappropriated Fund Balance.
- b. Direct Staff to include funds in the draft budget for Police overtime during the FY 2011-2012 for seven Tuesday Movie Nights in the amount of \$3,454, to be offset by anticipated contributions from the Old Downtown Windsor Merchants Association.

Parks and Recreation Director Legge reported on this item and introduced Recreation Division Manager Jon Davis.

Mayor Allen called from comments from the audience.

Bill Verdi spoke on behalf of Michael Powell who was unable to attend the meeting. He indicated his support for the funding request for Windsor Police Services for the Tuesday Night Movie Nights.

There were no further comments from the audience.

Councilmember Scholar moved to take the following actions:

- a. Adopted Resolution No. 2760-11 amending the 2010-2011 budget, (Amendment 19-11) to appropriate funds for Police overtime for three Tuesday Movie Nights in June 2011 in the amount of \$1,481 from the General Fund unappropriated Fund Balance.

- b. Directed staff to include funds in the draft budget for Police overtime during the FY 2011-2012 for seven Tuesday Movie Nights in the amount of \$3,454, to be offset by anticipated contributions from the Old Downtown Windsor Merchants Association.

Councilmember Salmon seconded the motion. The motion passed by a 5/0 vote.

[11.3 Funding request by ODWMA for Police Services 2011 Tuesday Night Kids Movie Series](#)

[2760-11 Amending 2010-11 Budget for Police Overtime FY 10-11 Tuesday Movies Nights](#)

**12. [FEDERAL, STATE OR LOCAL LEGISLATION](#)**

**12.1 [League of California Cities](#)**

**12.2 [Sonoma County Mayors' and Councilmembers' Association Update](#)**

- a. [Legislative Committee Update](#)
- b. [Discussion of Upcoming Association Meeting Agendas or Issues](#)

Council held a brief discussion regarding the location of the next Sonoma County Mayor's and Councilmembers' Board of Directors meeting in Windsor.

- c. [Miscellaneous Issues](#)

**13. [MAYOR'S & COUNCILMEMBERS' REPORTS](#)**

**13.1 [Individual Councilmember Reports and Comments](#)**

Councilmembers reported on items that are of interest to them.

**13.2 [Reports on Meetings/Conferences](#)**

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

**13.3 [Reports from Councilmembers on activities of miscellaneous agencies.](#)**

**13.4 [Requests for Future Council Agenda Items](#)**



Councilmember Salmon requested a status report on outstanding allocations for the Pipeline Project Analysis results.

Town Manager Mullan responded that this item is scheduled to return to Council at a future meeting.

**14. TOWN MANAGER'S REPORT (NO WRITTEN REPORT.)**

No reports were made.

**15. ADJOURNMENT**

The meeting adjourned at 8:25 p.m. to a Special Closed Session meeting scheduled for Friday, January 7, 2011, at 6:00 p.m. in the Wild Oak Conference room located at 9291 Old Redwood Highway, Building 400 in Windsor.

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Maria De La O, CMC  
Town Clerk