



Town Board Regular Meeting

June 10, 2024 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

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MINUTES

A. CALL TO ORDER

Mayor Pro Tem Cline called the meeting to order at 7:20 p.m.

1. Roll Call

Present:

Mayor Pro Tem Julie Cline
Ron Steinbach
Lainie Peltz
Rick Klimek
Jason Hallett

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
Jess Humphries, Administrative Services Director
Aaron Lopez, Interim Chief of Police
Scott Ballstadt, Planning Director
Kim Emil, Deputy Town Attorney
Kimberly Lambrecht, Senior Planner
Sandi Mezzetti, Senior Planner
Rece Lampe, Digital Media Coordinator
Ben Stephens, IT Analyst
Doug Roth, Civil Engineer
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Pro Tem Cline asked Town Board Member Hallett to lead the Pledge of Allegiance.

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Town Board Member Hallett moved to approve the agenda as presented, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

4. Presentations

a. Presentation of SAFEbuilt Scholarship to Windsor High School Senior Molleigh Kennedy

One of the ways SAFEbuilt gives back to the community is through the granting of an annual scholarship to a local graduate. Each year since 2012, SAFEbuilt has awarded a

scholarship to a high school senior attending one of the schools serving Windsor to be applied to their further education.

This year, a \$2,000 scholarship is being awarded to Windsor High School Senior Molleigh Kennedy who plans to continue her education at the University of Wyoming.

5. Public Invited to be Heard

Mayor Pro Tem Cline opened the meeting up for public comment.

Cameron Banninga from 416 Walnut Street addressed the board regarding the election appeal and mayor and board member seats.

B. BOARD ACTION

1. Public Hearing - Final Major Subdivision, Tacincala Subdivision 2nd Filing - Prairie Song Development LLC, owner; Patrick McMeekin, Hartford Acquisitions LLC, applicant; Ryan McBreen, Norris Design, applicant's representative

Executive Summary

The applicant's representative, Mr. Ryan McBreen of Norris Design, has submitted an application on behalf of the property owner, Prairie Song Development, LLC, represented by Mr. Pat McMeekin, Hartford Acquisitions, for a final major subdivision plat for the Tacincala Subdivision 2nd filing (also known as Prairie Song), located south of Weld County Road (WCR) 72 and west of State Highway (SH) 257, in the Town of Windsor.

Town Board Member Hallett stated "Mayor Pro Tem Cline, for the record, I would like to point out that in my capacity as Town Board liaison to the Planning Commission, I was present at the Planning Commission meeting during which this matter was previously presented. I wish to state that my participation in the Planning Commission proceeding has in no way influenced me in my capacity as a Town Board member this evening. I will make my decision and cast my vote this evening based solely on the evidence presented during this public hearing."

Town Board Member Hallett moved to open the public hearing, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

Board members asked questions of the applicant in which they were answered.

Mayor Pro Tem Cline opened the hearing up for public comment.

Karen Jacobsen from 2064 River West Drive in Windsor asked if there were any Condominiums planned in this part of the development, which the applicant replied no.

Town Board Member Hallett moved to close the public hearing, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

2. Resolution No. 2024-37 - A Resolution Approving a Final Major Subdivision, Tacincala Subdivision 2nd Filing, Prairie Song LLC, owner; Patrick McMeekin, Hartford Land Acquisitions LLC, applicant; Ryan McBreen, Norris Design, applicant's representative

Please refer to information included with the public hearing item.

Town Board Member Hallett moved to approve Resolution No. 2024-37, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

3. Public Hearing - Ordinance No. 2024-1699 - An Ordinance Amending Certain Sections of the Town Municipal Code Concerning Mobile Food Vending, Section 16-4-10

Executive Summary

Chapters 14 through 17 of the Town's Municipal Code collectively make up the Town's Land Use Code. Section 16-4-10 - Mobile Food Vending, was approved by Town Board on July 27, 2015 (Ord. 2015-1503). Recent special event permits submitted to the Town Parks and Recreation department have included the request to allow mobile food vending on public right-of-way (public roadways). The Town land use code currently does not permit mobile food vending on public right-of-way, even if included with a "Special Activity Permit" or "Special Event Liquor Permit".

Town Board Member Hallett moved to open the public hearing, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

Mayor Pro Tem Cline opened the hearing up for public comment, to which there was none.

Discussion ensued between staff and board members.

Town Board Member Hallett moved to close the public hearing, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

4. Ordinance No. 2024-1699 - An Ordinance Amending Certain Sections of the Town Municipal Code Concerning Mobile Food Vending, Section 16-4-10

Please refer to public hearing item materials.

Town Board Member Hallett moved to approve Ordinance No. 2024-1699, Town Board member Peltz seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

5. Resolution No. 2024-38 - A Resolution Approving a Contract with Level Access for Digital Accessibility Audit, Testing, Improvements and Support

On June 30th, 2021, Governor Polis signed HB21-1110 into law. The bill makes it a state civil rights violation for a government agency to exclude people with disabilities from receiving services or benefits because of a lack of accessibility. The bill asserts the following:

Town Board Member Hallett moved to approve Resolution No. 2024-38, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None;

Motion Passed.

6. Consideration of Appointment of Mayor

On May 22, 2024, the Weld County District Court nullified the April 2024 Mayoral election results, leaving a vacancy on the Board in the Mayoral position. To fill that vacancy, the Charter requires that the Board select by 2/3 of a vote, a Mayor from its present members who shall serve in that role until the next regular municipal elections.

The Board may consider and appoint a Mayor tonight following the Charter language. The language of the Charter reads as follows:

Town Board Member Hallett nominated Mayor Pro Tem Cline to be appointed as Mayor, No other nominations were offered.

Town Board Member Hallett moved to appoint Julie Cline as Mayor, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

C. CONSENT CALENDAR

1. Approval of the May 13, 2024 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk
Approval of the regular meeting minutes.

2. Approval of the May 29, 2024 Town Board Special Meeting Minutes - K. Frawley, Town Clerk
Approval of the special meeting minutes.

3. Resolution 2024-39 - A Resolution Approving and Accepting the Deed Of Dedication for Right Of Way Along Weld County Road 72, for Street, Roadway, And Utility Purposes from Joy Dean Niswender for The Town Of Windsor, Colorado - D. Roth, Civil Engineer IV

Weld County Road 72 will be expanded as part of Tacincala 2nd Filing Subdivision improvements. Additional Right of Way is required to support construction of new road improvements identified in Tacincala 2nd Filing Subdivision improvement drawings. The attached Deed of Dedication of Right of Way with attached legal description will provide additional Right of Way needed to complete WCR 72 interim improvements associated with Tacincala 2nd Filing Subdivision.

4. Report of Bills - D. Moyer, Finance Director

Town Board Member Peltz stated that the May 13th Town Board Meeting minutes has a reference to Mayor Rennemeyer, that will need to be amended to show Mayor Wilson.

Town Board Member Hallett moved to approve the consent calendar as , Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

5. Public Invited to be Heard

Mayor Pro Tem Cline opened the meeting up for public comment.

Nancy Freeze of 629 Cedar Street in Windsor addressed the board regarding election clarifications regarding the Mayor vacancy.

Cameron Banninga of 416 Walnut Street in Windsor addressed the board regarding amending the charter to have a special election for the mayor vacancy.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Staff

a. Strategic Plan Key Performance Indicator Report for June 2024 - E. Lucas, Deputy Town Manager

Attached are the Town's Key Performance Indicators for June 2024. Every month, I highlight a KPI in each of the strategic focus areas in an effort to provide context to the data we are collecting.

1. Strategic Growth:

There were no changes to KPI's for the strategic growth focus area. With that said, I would like to highlight that we remain at 115% on our water supply index. This means we are in a good position as we head into the summer and do not at this time anticipate needing to implement any water restrictions.

2. Vital Infrastructure:

There were no changes to the KPI's for the vital infrastructure focus area. We will have updated data next month.

3. Vibrant and Healthy Economy:

There are two changes in this focus area to highlight this month. The first is the rate of turnover moved upwards this month, passing our three-year average for the first time in quite some years. There are many factors that go into why employees choose to move on to other jobs, so it is not easy to pinpoint any specific cause or reason, but we are paying attention to the number.

The second KPI to highlight is the Q1 sales tax which is slightly down when compared to the previous year. One caveat is that this is the last quarter where we compare against a previous years' quarter where the old sales tax amount included the CRC Expansion. The key point being, we watch sales tax closely as it is a solid indicator of the local economy and, from all accounts, the start to the year has been a little slower than what we are accustomed to.

b. Data letter from Scott Simmons and Sustainable Windsor - E. Lucas, Deputy Town Manager

The local Sustainable Windsor group began an online project to promote and educate recycling throughout Windsor over the last 7 weeks, concluding June 1, 2024. The

project consisted of education in multiple formats (video, document, and web-based) - and took 15-30 minutes to complete. At the conclusion of the training, the participants were encouraged to take a short quiz. Those who got 80% or more on the quiz were entered into a drawing for six months of free composting from Common Good Composting in Ft Collins.

Attached please find the summary document they provided to the Town showcasing the effort and impact made.

3. Communications from Town Manager

a. Monthly Board Report - Focus Area Updates

Strategic Growth

Assess and address long-term capital facilities' needs

Staff presented the Facility Master Plan to the Town Board on March 25th. The Town Board was receptive to its recommendations as it applies to the current police station, town hall, and the public services campus, and authorized Staff to move forward with the redesign of the current police station for the purpose of relocating Community Development and Economic Development to this space.

Sustainable Infrastructure

Partner with regional/ state/ federal agencies to design and implement a well-connected, efficient, safe multi-modal public transportation network

The SH392 Widening (west of Colorado Boulevard to Highland Meadows Parkway) design team is working to modify the preliminary construction plans based on current plan reviews from CDOT, Town staff, and Larimer County. Additional data collection efforts along the corridor will be underway this spring.

SH392/SH257 and Hollister Lake Road intersection improvement design plans are in the process of quality control review through the contracted consultant and are expected to be received by the Town and CDOT by May 31, 2024. Dry utility conflicts have been identified and staff is working to coordinate with dry utility company(s) to resolve these conflicts.

Harmony Road widening/improvements (from CR15 to SH257) are on hold until 2025.

Vibrant and Healthy Economy

Implement Public Art Program

As part of our ongoing effort to implement our public art program (Goal 3.5), the ribbon cutting for the Chimney Park Mural was held on Saturday, May 25th. The Halfway Designation art piece is underway and should be installed in August.

Per Mr. Hale, this Thursday staff will be meeting with the recruiter for the Chief of Police in an effort to narrow down the finalists list. Mr. Hale also stated that Friday staff will be holding the Economic Development Director assessment center in which three applicants

will be attending.

4. Communications from Town Board

5. Board Liaison Reports

Town Board Member Steinbach - Historic Preservation Commission, Larimer County Behavioral Health Policy Council, Windsor Housing Authority

Town Board Member Steinbach reported that the Historic Preservation Commission has not met since the last provided update.

Town Board Member Steinbach reported that the Larimer County Behavioral Health Policy Council has not met since the last provided update.

Town Board Member Steinbach reported that the Windsor Housing Authority received word that Weld Trust denied the grant application. However, the authority was able to receive funding from the impact development fund and will come to Town Board with a gap funding request at the next meeting.

Town Board Member Steinbach reported that he attended the Great Western Trail Authority meeting for Board Member Peltz. The Great Western Trail Authority will be issuing a funding refund to Windsor but will be asking for additional funding and will be presenting a budget work session in July.

District 2 - Vacant

Town Board Member Peltz - Clearview Library Board, Great Western Trail Authority, Windsor Arts Commission

Town Board Member Peltz reported that the Clearview Library Board shared its statistics. Just in April, they had 4,869 visitors to the Severance location, 10,715 in Windsor, 1,170 at the book mobile, and 302 at their outreach program. There were 17,056 patrons who utilized some form of the library district. There were 161 programs that had over 4,000 attendees and are in their final search to find an executive director. The summer adventure program kicked off on June 3rd at the Severance location.

Town Board Member Peltz reported that the Windsor Arts Commission did a walk of the Eastman River phase 2, the Chimney Park pool held its ribbon cutting for the mural. The Artlive events this summer; a painter, a poet, a vinyl stencil artist have all been booked. The Commission is looking at implementing a grant program for businesses to obtain to use for murals.

Mayor Pro Tem Cline – Parks, Recreation and Culture Advisory Board, Poudre River Trail Corridor Authority

Mayor Pro Tem Cline reported that the Parks, Recreation and Culture Advisory Board held a ribbon cutting at the Chimney Park ball fields playground.

Mayor Pro Tem Cline reported that the Poudre River Trail Corridor Authority reviewed the Poudre Tree easement through Raindance property. Bike Everywhere event will be taking place on June 26th, Poudre Trail Days will be on July 13th, and the Full Moon Bike Ride

and Trail-a-thon will also take place.

Mayor Pro Tem Cline reported that the North Front Range MPO viewed a presentation about the front range passenger rail that will be built out in the future. There is a QR code where people can take a survey and should be a ballot measure on the 2026 election.

Mayor Pro Tem Cline reported that the US 34 Coalition are working on identifying projects along the US 34 corridor. There is a Transportation Management Organization board that also meets and look at ways to divide money.

Town Board Member Klimek - Chamber of Commerce, Water and Sewer Board, Windsor Downtown Alliance

Town Board Member Klimek reported that the Chamber of Commerce has 425 members and is also trying to find a building to purchase for a new office.

Town Board Member Klimek reported that the Water and Sewer Board has not met since the last provided update.

Town Board Member Klimek reported that the Windsor Downtown Alliance discussed its financial, had an approved motion to pay off the Windsor Mill project and received a presentation from Town of Windsor staff regarding a grant program for murals.

Town Board Member Hallett - Planning Commission, RE-4 School District, Tree Board

Town Board Member Hallett reported that the Planning Commission elected Max Nadar as the vice chair.

Town Board Member Hallett reported that the RE-4 School District handed out awards for students that were writing papers on teachers who have made a lasting impact and the band students requested that their practices and events count as credits.

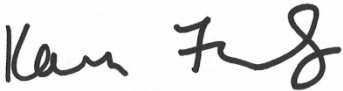
Town Board Member Hallett reported that the Tree Board will host the sick tree day.

Mayor - Vacant

E. ADJOURN

Town Board Member Hallett moved to adjourn, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Jason Hallett, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - None; Motion Passed.

Upon a motion duly made, the meeting was adjourned at 9:28 p.m.



Karen Frawley, Town Clerk