



Town Board Special Meeting

June 17, 2024 - 5:30 PM

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

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MINUTES

A. CALL TO ORDER

Mayor Pro Tem Cline opened the meeting at 5:35 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
Aaron Lopez, Interim Police Chief
Scott Ballstadt, Planning Director
Dean Moyer, Finance Director
Brian Rowe, Director of Public Works
Kim Emil, Deputy Town Attorney
Karl Gannon, Budget Analyst
Dennis Markham, Wastewater Treatment Superintendent
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Pro Tem Cline asked Town Board Member Peltz 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 written, 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.

B. BOARD ACTION

1. Resolution No. 2024-40 - A Resolution Approving the Waiver of Certain Development-Related Fees for the Windsor Housing Authority with Respect to the Jacoby Meadows Senior Housing Project within the Town of Windsor, Colorado

The Town Board previously approved a fee waiver request for the Windsor Housing Authority with Resolution No. 2022-84 in the amount \$1,138,548.00 on December 12, 2022, for construction of the Jacoby Meadows Senior Apartments (Phase One) located in

the Windshire Park Subdivision 6th Filing.

The project has secured funding from the Colorado Housing and Finance Authority (CHFA) and is currently pursuing a low-interest loan for a financial gap of nearly \$1,000,000 for construction. Raw water costs originally factored into construction estimates in 2022 while working to secure funding for construction have since increased from \$63,700 per acre foot to \$103,000 per acre foot. Raw water was originally estimated in 2022 to be \$592,400. However, the cost of raw water for development is now \$957,900.

The difference of \$365,490 created a budget shortfall that was not anticipated. The attached letter requests that the Town provide an additional \$182,295 fee waiver for half the unanticipated difference and the remaining \$182,295 be repaid by the Housing Authority over a period of 17 years. The logistical details of such a repayment plan would need to be determined in consultation with the Finance Department.

Town Board Member Hallett moved to approve Resolution No. 2024-40 as amended, 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. Administration of Oath of Office to Newly Appointed Mayor

Town Clerk Frawley administered the oath of office to Julie Cline.

3. Resolution No. 2024-41 - A Resolution Declaring a Vacancy in District 4 for the Town of Windsor

With the appointment of Julie Cline to the office of Mayor, this resolution openly declares a vacancy in District 4.

Town Board requested to appoint an individual into the district 4 vacancy.

Town Board Member Hallett moved to approve Resolution No. 2024-41, 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.

4. Consideration and Appointment of Mayor Pro Tem

On June 10, 2024, Mayor Pro Tem, Julie Cline, was appointed the Town of Windsor Mayor following the procedures set forth in the Windsor Town Charter. This appointment creates a vacancy at the position of Mayor Pro Tem and necessitates that a new Mayor Pro Tem be appointed by the Board.

Under Charter Sec. 3.7(C), "Should the position of Mayor Pro Tem be vacated for any reason, the Town Board shall select, by a two-thirds (2/3) vote of all members of the Town Board in office at the time, from its members a Mayor Pro Tem to serve out the term."

Town Board member Peltz moved to appoint Ron Steinbach as Mayor Pro Tem, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Lainie Peltz, Rick Klimek; Nays - Jason Hallett; Motion Passed.

5. Consideration of the Town Board District 2 Vacancy

The Town Board District 2 seat became vacant on April 22, 2024. Following this vacancy, the Town followed the Town Charter provisions in Sec. 3.7 pertaining to vacancies and interviewed applicants for District 2 on June 10, 2024. The Town Board, in accordance with the Charter, may select a person to fill the vacancy until the next regular municipal election.

Town Board members discussed the district 2 interviews that were held on June 10.

6. Selection of and Administration of Oath of Office to the Newly Appointed Town Board Member for District 2

Town Board Member Hallett moved to appoint Brian Jones as Town Board Member for District 2, 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.

Town Clerk administered the oath of office to Mr. Jones for the office of District 2 Town Board.

7. Discussion and Selection of Mayor's Appointments for Vacant Board and Commission Liaison Positions for Members of the Windsor Town Board

Due to the vacancy that has occurred in the Mayor's office, there is a need to fill the now vacant liaison positions on the I-25 Coalition, North Front Range Metropolitan Planning Organization, and the US34 Coalition & NoCo34 Transportation Management Office (TMO). This discussion will be to determine which board members would like to fill those openings. Mayor Cline read aloud the proclamation.

8. A Mayoral Proclamation for the Confirmation of Appointments of the Board and Commission Liaison Positions for Members of the Windsor Town Board

This proclamation will reaffirm the selection of the board and commission liaison positions for members of the Windsor Town Board from May 13, 2024.

C. BOARD DISCUSSION

1. Wastewater Treatment Plant Expansion - D. Markham, Wastewater Treatment Superintendent with Jacobs and Hensel Phelps

Staff from the Wastewater Treatment Facility, in conjunction with Jacobs and Hensel Phelps, will present a short PowerPoint on the new Wastewater Treatment Facility. As part of that presentation, we will update the board on preliminary costs and the timeline for the project.

2. Land Use Code Amendments Regarding Minor Variance and Vehicular Access Requirements - S. Ballstadt, Planning Director

Code Sec. 14-2-140 provides that the Director may administratively grant minor variances where an unintended deviation from zoning district standards exists relative to existing structures or existing lots in certain circumstances up to 10% of the requirement. Portions of this language restrict it to 1' and not for new construction which has proved to be overly restrictive and not meeting the intent.

Code Sec. 15-5-10 addresses vehicular access requirements and how to navigate the

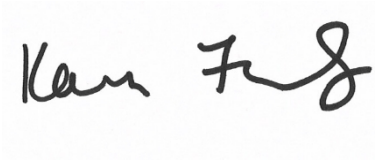
parking of a vehicle on their property. In particular, there is an overly burdensome requirement where it states that only one row of parking shall exist between the building and any public right-of-way. This amendment includes language clarifying that no more than a single row of parking may be located between the principal building and right-of-way along arterials and commercial corridors only, as this has proved to be impractical on smaller local streets and should only apply to our primary commercial corridors and arterials.

3. Future Meetings Agenda

D. ADJOURN

Town Board Member Hallett moved to adjourn, 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.

Upon a motion duly made, the meeting was adjourned at 7:07 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley". The signature is written in a cursive, flowing style.

Karen Frawley, Town Clerk