



Town Board Regular Meeting

August 12, 2024 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

Mayor Cline called the meeting to order at 7:03 p.m.

1. Roll Call

Present:

Mayor Julie Cline
Mayor Pro Tem Ron Steinbach - Absent
Brian Jones - Absent
Lainie Peltz
Ken Symsack
Rick Klimek
Jason Hallett

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
Carlin Malone, Chief Planner
Evan Wendlandt, Economic Development Director
Dean Moyer, Finance Director
Tara Fotsch, Director of PRC
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor 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 written, Town Board member Peltz seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

4. Proclamations

a. Women's Equality Day

Mayor Cline read the proclamation aloud.

5. Presentation

a. Water Attorney Update - Brad Grasmick

6. Board Liaison Reports

Mayor Pro Tem Member Steinbach - Larimer County Behavioral Health Policy Council, Windsor Housing Authority

Mayor Pro Tem Steinbach was absent and will provide an update at a future meeting for the Larimer County Behavioral Health Policy Council. Town Board Member Peltz will provide an update for the Windsor Housing Authority.

Town Board Member Jones - Historic Preservation Commission, Tree Board

Town Board Member Jones was absent and will provide his update at a future meeting.

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

Town Board Member Peltz reported that the Clearview Library Board has seen a lot of growth in Greeley and Windsor and the board will be figuring out the future of services. The strategic plan Q2 update is on their website for anyone who would like to view it. In June, the library served over seventeen thousand patrons, they offered one-hundred fifty-three programs, and their meeting rooms are free to the public.

Town Board Member Peltz reported that the Great Western Trail Authority will have a booth at Severance Days on August 24th and will be presenting to their various Town Boards their budget requests and annual stakeholder report.

Town Board Member Peltz provided the report for Mayor Pro Tem Steinbach for the Windsor Housing Authority meeting and reported that the focus was on the groundbreaking this week which is Wednesday, August 14 at 10 a.m. and the state has rolled out the guidelines for the 123 assistance program.

Town Board Member Symsack – Parks, Recreation and Culture Advisory Board, Windsor Arts Commission

Town Board Member Symsack reported that the Parks, Recreation and Culture Advisory Board discussed the Kodak property now has a vague master plan with more to come and is figuring out how to develop the property while not disturbing habitat. The rec center will be closed next week for maintenance, and Chimney Park Pool will remain open during the closure.

Town Board Member Symsack reported that the Windsor Arts Commission approved a grant for a mural at 411 Main and has already found the artist to complete. The commission also saw the reveal of the trail map that is coming online.

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

Town Board Member Klimek reported that the Chamber of Commerce held conversations about the Ocktober fest that is upcoming. The executive director provided an update from his first ninety days on the job.

Town Board Member Klimek reported that the Water and Sewer Board had conversations about the approval and budget process and support of HOAs to change how they use water.

Town Board Member Hallett - Planning Commission, RE-4 School District, Windsor Downtown Alliance

Town Board Member Hallett reported that the Planning Commission viewed presentations on items on the agenda tonight.

Town Board Member Hallett reported that the RE-4 School District has not met since the last provided update.

Town Board Member reported that the Windsor Downtown Alliance has not met since the last provided update.

Mayor Cline - Poudre River Trail Corridor Authority, I-25 Coalition, North Front Range MPO, US34 Coalition & NoCo34 TMO

Mayor Cline reported that the Poudre River Trail Corridor Authority is looking on creating a video of what the trail is and can do, and the board voted to move forward with a cost analysis of creating a video. The trail-a-thon was rescheduled for this Saturday, August 17th from 9:00 to noon at the Poudre Learning Center in Greeley.

Mayor Cline reported that the I-25 Coalition the Town has not been participating in the meetings since our section is complete.

Mayor Cline reported that the North Front Range MPO held a retirement celebration for the long-time executive director prior to the meeting. The discussion during the meeting included an air quality report, various mobility topics including funding that is available for shovel ready projects, a potential fee increase for the vango program, the FEMA baseline engineering draft study.

Mayor Cline reported that the US 34 Coalition & NoCo 34 TMO discussed priority and projects going on and the TMO is searching for a new executive director.

7. Public Invited to be Heard

Mayor Cline opened the meeting up for public comment, to which there was none.

B. CONSENT CALENDAR

1. Approval of the July 22, 2024 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk
Approval of the July 22, 2024 meeting minutes.

2. Resolution No. 2024-49 - Memorandum of Understanding with Colorado Department of Local Affairs for the Colorado Main Street Program

The WDA is seeking funding and assistance from the Colorado Main Street Program to maintain and revitalize Windsor Downtown. The Colorado Main Street Program is the State's coordinating program to help Colorado's local Main Street programs with proven revitalization strategies and the needed organization to help identify and leverage opportunities and resources to further the National Main Street Center's Program goals. Through this Resolution adopting this Memorandum of Understanding, the Town is acknowledging that it will work with the WDA and DOLA to assist in the success of the program.

3. Resolution No. 2024-50 - A Resolution Acknowledging the Grant of a Public Arts Easement from Annie Llyod and Chris Llyod to the Town of Windsor for the Property Known as 411 Main Street - T. Fotsch, Director of Parks, Recreation, and Culture

The Town has approved the creation of a mural at 411 Main Street. To maintain this

mural, the building owners have granted the Town a deed of easement for five years, which is considered the normal lifespan of a mural of its kind. The Resolution acknowledges the granting of this easement.

4. Resolution No. 2024-51 - A Resolution of the Town of Windsor Town Board Approving the Accessioning of Items to the Town of Windsor Museum Collection - T. Fotsch, Director of Parks, Recreation, and Culture

The Parks, Recreation, and Culture Advisory Board will occasionally have the opportunity to review recommended accessions and deaccessions to the permanent collection of the Town of Windsor Museum, per adopted policies. PReCAB has reviewed these recommended actions and has recommended accessioning via Resolution 2024-51

Museum collection items are only accessioned or remain in the collection when they fit the following criteria:

- Object illustrates unique Windsor heritage as specified in mission statement.
- Known provenance.
- Object displays rarity as specified in collections criteria
- Collection supports object's interpretive potential for exhibition.
- Condition
- Museum can adequately care for object

All items listed in the accession are items currently in the museums possession, and have been donated to the museum.

5. Report of Bills July 2024 - D. Moyer, Director of Finance

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

C. BOARD ACTION

1. Public Hearing for Ordinance No. 2024-1701 - An Ordinance Approving the South Gate 8th (Aims Windsor) Annexation to the Town of Windsor Pursuant to the Colorado Municipal Annexation Act of 1965 and Establishment of Zoning - Michael Millsapps, Aims Community College, owner representative/applicant; Megan Walter, Sunny Civil, applicant's engineer/representative

Executive Summary

Mike Millsapps of Aims Community College, owner/petitioner/applicant, represented by Megan Walter of Sunny Civil, filed a Petition to Annex 4.13 acres of property to the Town of Windsor and establish zoning of GC (General Commercial). The subject property is the last portion of unincorporated Weld County within the South Gate Business Park Subdivision area, located north of US Highway 34, south of South Gate Drive. The annexation is a logical extension of the Town Limits because it is within the Town's GMA (Growth Management Area), complies with Colorado Revised Statutes, the Town's

Comprehensive Plan with its Future Land Use Plan, including the Future Land Use US Highway 34 Area Plan, and Goals and Policies; as well as the Town's Municipal Code.

Town Board Member Hallett stated "Mayor 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."

Mayor Cline opened the public hearing.

Mayor Cline opened the meeting up for public comment, to which there was none.

Mayor Cline closed the public hearing.

2. Ordinance 2024-1701 - An Ordinance Approving the South Gate 8th (Aims Windsor) Annexation to the Town of Windsor Pursuant to the Colorado Municipal Annexation Act of 1965 and Establishment of Zoning - Michael Millsapps, Aims Community College, owner representative/applicant; Megan Walter, Sunny Civil, applicant's engineer/representative

Please refer to public hearing item materials.

Town Board Member Hallett moved to approve Ordinance No. 2024-1701, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

- a. Financial Report May 2024

- b. Financial Report June 2024

Mr. Moyer highlighted some items from the financial reports included in the packet.

3. Communications from Town Manager

- a. Monthly Board Report - Focus Area Updates

- 1. Strategic Growth**

Acquire additional open space to ensure Windsor maintains its identity and quality of life

(33.17% completed)

Staff is continuing negotiations on a property while considering others in the pipeline for potential acquisition.

2. Sustainable Infrastructure

Establish alternate routes to Main Street (50% completed)

Prairie Song First Filing previously dedicated Right-of-Way (ROW) for WCR 70 from SH 257 to a point approximately ½ mile west of SH 257. Currently, the Town is building a section of the new roadway from WCR 15 extending west to the middle school access. The Town controls the ROW corridor from WCR 15 extending for a ½ mile east of WCR 15 (on the North Campus property).

In efforts to acquire WCR 70 ROW between SH 257 and west of WCR 19 (Breneman Property), Engineering staff and design team have been evaluating slight plan revisions from 30%-level review comments as they relate to ROW/easement needs.

3. Vibrant and Healthy Economy

Implement public art program (88.33% completed)

The Windsor Arts Commission and staff continue working on projects at Kyger, Halfway Designation, and the new Police Station.

Per Mr. Hale, school is back in session and the school zones are being enforced, and new crosswalks will be created and areas will be monitored for additional needs. Mr. Hale reminded the board about the board and commission appreciation event on Thursday night at the summer concert series.

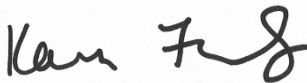
4. Communications from Town Board

Mayor Cline reported that coffee with the mayor would be held on Friday at the Recreation Center at 10:00 a.m.

E. 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, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

Upon a motion duly made, the meeting was adjourned at 8:15 p.m.



Karen Frawley, Town Clerk