



Town Board Regular Meeting

October 14, 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 7:00 p.m.

1. Roll Call

Present:

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

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
John Thornhill, Community Development Director
Scott Ballstadt, Planning Director
Dean Moyer, Finance Director
Kim Mihm, Deputy Town Attorney
Tara Fotsch, Director of PRC
Wade Willis, Open Space and Trails Manager
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Town Board Member Jones 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, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

4. Proclamations

a. National Community Planning Month

Mayor Cline read the proclamation aloud.

5. Board Liaison Reports

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

Mayor Pro Tem Steinbach reported that the Larimer County Behavioral Health Policy Council has not met since the last provided update.

Mayor Pro Tem Steinbach reported that the Windsor Housing Authority received an update on the Jacoby Meadows project including the budget and expenditures.

Town Board Member Jones - Historic Preservation Commission, Tree Board

Town Board Member Jones reported that the Historic Preservation Commission is currently working on a tool kit to assist applicants with the application process. There will be two properties coming before the Town Board to obtain a local historic designation.

Town Board Member Jones reported that the Tree Board met at the Halfway Homestead to evaluate the landscaping.

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

Town Board Member Peltz reported that the Clearview Library Board introduced the new Executive Director, Erica Rose who will start Monday, December 9th, who is from the Windsor area. The Friends and Foundation has many opportunities for volunteers. There are two trustee applications that will be interviewed on Saturday to fill vacancies.

Town Board Member Peltz reported that the Great Western Trail Authority held some discussion over the trail placement over the Number 2 Ditch. The Authority will need to elect new officers in January.

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 said the renovation of the Dickey Farmhouse at the Halfway Homestead and Eaton House is underway thanks to staff's work on obtaining grants to fund that project. There is work on addressing safety concerns with the leaning barn on the homestead and the fence will remain up until that is resolved and rendered safe. The concrete at Eastman Park South should be completed by the end of this week. The Board is looking forward to the grand opening of the Eastman Park Wetland Experience scheduled for October 29th.

Town Board Member Symsack reported that the Windsor Arts Commission spearheaded by Chris Bates is exploring the possibility of bringing in sculptures on loan. This initiative would allow us to host art exhibitions with little or no cost through public and private partnerships, making more art accessible to more people in the community. Tomorrow night the Commission will be reviewing the proposal of submissions for the Community Rec Center signage. The Commission would like to express its gratitude to Annie and Chris Lloyd as well as the artists of the Lakeview Tattoo mural at 411 Main Street.

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

Town Board Member Klimek reported that the Chamber of Commerce discussed the board nominations and election timelines that is being moved back to coincide with the budget cycle. The online strategic plan is being rolled out. The ambassador program is being revamped.

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

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

Town Board Member Hallett reported that the Planning Commission has not met since the last provided update.

Town Board Member Hallett reported that the RE-4 School District meeting was held during the board's capital improvement project meeting, so there is not an update at this time.

Town Board Member Hallett reported that the Windsor Downtown Alliance discussed a goal date for the undergrounding of the utilities behind Main Street.

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 announced the offices have been moved to 208 Main Street, Unit A in Windsor. Greeley is working on their sections of the trail and parts of the trail are closed for several weeks. The Authority is producing a video that will provide an overview of the trail. The next project that the authority will focus on is an ADA accessible sidewalk that will lead to the new grainery. The Authority is working on getting a new member from Kersey to fill an upcoming vacancy and will also host a strategic planning session on November 7th.

Mayor Cline reported that the I-25 Coalition will be holding the mobility hub grand opening at the Centerra location is scheduled for October 22nd at 11:30. Invitations will be coming out soon.

Mayor Cline reported that the North Front Range MPO is discussing annual reviews and annual cycles and have received feedback performance evaluations to send out for the executive director which are due back by the end of the week. CDOT brought out its traffic congestion performance measures and is also looking at updating the ten year priority list. CDOT changed one of their policy directives and the MPO put together the policy to include goals and metrics that include the critical transportation needs of rapidly growing regions.

Mayor Cline reported that the US 34 Coalition and NoCo 34 TMO is actively working on the transportation plan and the US34 Tactical Committee (TAC) report and future transit. The Coalition is looking at filling the part-time executive director position that is vacant.

6. 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 September 23, 2024 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

2. Resolution No. 2024-57 - A Resolution Accepting A Permanent Drainage and Utility Easement

Between GWIP, LLC and the Town of Windsor within the Great Western Industrial Park Subdivision, 14th Filing - D. Blair, Civil Engineer III

GWIP 14th Filing is located between Great Western Drive and WCR23, just south of the Lineage Facility. Improvements include an open channel drainage swale necessary to convey stormwater runoff to the detention pond. The swale requires an easement, which is being dedicated to the Town by the attached easement.

3. Report of Bills - September 2024 - D. Moyer, Director of Finance

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

C. BOARD ACTION

1. Ordinance No. 2024-1703 - An Ordinance Repealing and Reenacting Article III of Chapter 4 Sales and Use Tax, Amending Article VI Chapter 4, and Amending Article III of Chapter 6 Business Regulations of the Windsor Municipal Code

Town Board Member Hallett moved to approve Ordinance No. 2024-1703, Town Board member Peltz seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

2. Ordinance No. 2024-1704 - An Ordinance Amending Section 6-1-50 and 6-5-40 of the Windsor Municipal Code Concerning Recent Legislative Changes Converting The Lodging and Entertainment Facility License Into Separate Licenses for Lodging Facilities and Entertainment Facilities

At the September 23, 2024 work session, staff presented a legislative update on the 2024 Liquor Code changes. SB 24-131 was a very large bill that made many changes to the state liquor code. Part of these changes included converting the Lodging and Entertainment Facility License into two (2) separate licenses: Lodging Facility License and an Entertainment Facility License. Therefore, the Town needs to amend the Municipal Code to reflect these changes. The attached Ordinance amends and converts any reference to the Lodging and Entertainment Facility License into the two separate licenses, and updates the references within our Code to align with the state statute.

Town Board Member Hallett moved to approve Ordinance No. 2024-1704, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, 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 August 2024

3. Communications from Town Manager

a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Assess and address long-term capital facilities needs (35% completed)

Now that the Police Department has been relocated, the Town Board is considering the costs of remodeling the old facility as a community development center, including the Planning, Engineering, and Economic Development departments.

2. Sustainable Infrastructure

Ensure equitable parks/ trails/ open space/ cultural infrastructure in all neighborhoods and areas throughout Windsor (77% completed)

All 2025 recommendations have been submitted and are under consideration. The top project that will improve access is the 2025 construction of the 15th Street trail connecting Harmony Road to Windsor.

3. Vibrant and Healthy Economy

Enhance and expand downtown vitality (83.75% completed)

Working with Windsor Downtown Alliance to establish a redevelopment incentive to help encourage development in the Downtown region.

b. Strategic Plan Key Performance Indicators - October 2024

Attached are the Town's Key Performance Indicators for October 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:

The highlighted KPI for this month is the Cost of Maintaining Open Space per acre. As we near the end of our heavy maintenance time of year, this KPI is trending slightly higher than the first year cost of \$208 per acre. Once we complete a second year of cost data, our open space team will perform a deeper dive to determine what may be driving this cost increase, given we have not added additional open space as of this report. Some contributing factors could be increased supply cost, wages given we had a seasonal this year for the entire season, or increased emphasis or projects in open space.

2. Vital Infrastructure:

Staff added another KPI this month related to the sewer treatment plant which I am highlighting. That KPI is BOD Loading Capacity per day at the WWTP. BOD is the amount of oxygen required for the microorganisms to break down waste. It is an indicator of the strength of our wastewater and is actually a more limiting factor at the Windsor plant than flow capacity. For example, our flow capacity (see flow capacity KPI) is around 80%. The BOD loading capacity is around 90%, therefore increasing

the timeliness of our liquid expansion project.

3. Vibrant and Healthy Economy:

The highlighted KPI for this month is Visitors to Special Events. Interestingly, 39% of Harvest Festival participants were from the Windsor zip code, meaning nearly 60% of visitors came from outside Windsor. Our 3-year average for this event in terms of attendance is 10,000 people each day or 30,000 in total attendance. This means that approximately 18,000 people visited Windsor specifically to attend the Harvest Festival. While we have yet to put an economic value to this number, I am certain that this event injects significant dollars into our local economy.

Per Mr. Hale, the next session of citizens academy will be held tomorrow night at the Police Department. The regional elected meeting for Larimer County will be held on Wednesday and a few folks will be attending the charter review ad hoc meeting before that. On Thursday the combined Downtown Master Plan and Parking Management Plan open house will be held at the Art and Heritage Center.

4. Communications from Town Board

Per Mayor Pro Tem Steinbach, Town Board Member Hallett and himself are part of the Water Literate Leaders program and had a session on Friday and learned about water law. These session will continue through May of next year.

Per Mayor Cline, the Lakeview Cemetery twilight tours are happening again this year. There will be a night at the museum held on October 19th which will be a sort of clue game. The Halloween carnival will be held on October 26th.

E. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402(4)(e)(I) for the Purposes of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning Matters of Real Property (Shane Hale, Town Manager)

Town Board Member Hallett moved to enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402 (4)(e)(I) for the purposes of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators concerning matters of real property; Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Ron Steinbach, Brian Jones, Lainie Peltz, Julie Cline, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

The Town Board entered into an executive session at 7:52 p.m.

Upon a motion duly made, the Town Board returned to the regular meeting at 8:14 p.m.

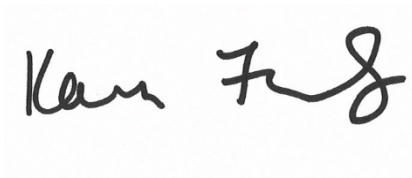
The executive session was closed and the Town Board returned to the regular meeting.

Upon returning to the regular meeting, Mayor Cline advised that if any participants in the executive session believed the session contained any substantial discussion of any matters not included in the motion to convene the executive session, or believed any improper action occurred during the session in violation of the open meetings law; such concerns should now be stated. Hearing none, the regular meeting resumed at 8:14 p.m.

F. 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, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

Upon a motion duly made, the meeting was adjourned at 8:16 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