



**TOWN BOARD  
REGULAR MEETING**

**February 26, 2018 // 7:00 p.m. // Town Board Chambers  
301 Walnut Street, Windsor, CO 80550**

**MINUTES**

**A. CALL TO ORDER**

Mayor Melendez called the meeting to order at 7:06 p.m.

**1. Roll Call**

Mayor	Kristie Melendez
Mayor Pro Tem	Myles Baker
	Cindy Scheuerman
	Ken Bennett
	Paul Rennemeyer
	Ivan Adams
Town Attorney	Ian McCargar
Acting Town Manager/Town Clerk	Patti Garcia
Communications/Assistant to Town Manager	Kelly Houghteling
Chief of Police	Rick Klimek
Director of Planning	Scott Ballstadt
Senior Planner	Paul Hornbeck
Senior Planner	Millissa Berry
Director of Economic Development	Stacy Johnson
Deputy Town Clerk	Amanda Mehlenbacher

**2. Pledge of Allegiance**

Board Member Rennemeyer led the Pledge of Allegiance.

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

**Town Board Member Rennemeyer moved to approve the agenda as presented; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays- None; Motion passed.**

**4. Board Liaison Reports**

- Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate  
Town Board Member Baker had nothing to report as he was unable to attend the February meetings.
- Town Board Member Scheuerman – Water & Sewer Board; Clearview Library Board  
Town Board Member Scheuerman reported that the Water and Sewer Board has not met. Ms. Scheuerman reported that the Clearview Library met on February 22, 2018. The Board is currently looking for two Foundation Board

Members and is in the process of working on re-branding their author series from Windsor Reads to Clearview Reads. Three authors are scheduled to come in over the course of this next year. The Board reviewed staff merit pay increases and reviewed and improved their goals for 2018.

- Town Board Member Bennett – Planning Commission; Windsor Housing Authority

Town Board Member Bennett reported that the Planning Commission met February 21, 2018 and reviewed the site plan for the new Arby's and conducted a public hearing on the Eagle Crossing Subdivision 4<sup>th</sup> Filing.

Town Board Member Bennett reported that the Windsor Housing Authority had an extensive meeting with Susan McIntosh, the State Program Director of Research and Development. The meeting highlights included a purchase of 8 ½ acers north of Windsor Meadows with the intention of building 90 additional units for senior housing. In addition, the Windsor Housing Authority spoke with Research and Development regarding the purchase of the Governors Farm property on 6<sup>th</sup> Street.

- Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority; Chamber of Commerce
- Town Board Member Rennemeyer reported that he had no update as the Historic Preservation Commission and Great Western Trail Authority had not met since their last meeting.

Town Board Member Rennemeyer reported that the Chamber of Commerce had met and discussed additional networking opportunities for the Chamber of Commerce and the Town of Windsor. The main focus of the meeting revolved around the upcoming election and what the future of Windsor holds. A meet and greet sponsored by the Chamber of Commerce will take place on March 20, 2018 from 6:00-8:00pm at the Community Recreation Center. This will allow the public to hear from the ten candidates running for the four districts.

- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board

Town Board Member Adams reported that the Tree Board meets February 27, 2018 at 5:00pm and the Poudre River Trail Corridor Board will meet February 29, 2018 at 7:00pm.

- Mayor Melendez – Downtown Development Authority; North Front Range/MPO

Mayor Melendez reported that the North Front Range/MPO will meet Thursday at the Larimer County offices.

Mayor Melendez reported that the Downtown Development Authority (DDA) is still working with the backlot development project that composes three blocks in downtown Windsor. There is an initial concept for the back lots in the DDA with hopes to close on one of the properties in the next six months. The DDA will be issuing a Wayfinding RFP to complete the study on signage not only for the downtown area but for signage in general for the Town of Windsor. The DDA and the Town Board will be meeting with the mill owner in the near future to discuss what the mill incentives are going to be.

#### 5. Public Invited to be Heard

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

### B. CONSENT CALENDAR

1. Minutes of the February 12, 2018 Regular Meeting – J. Scheopner

2. Resolution No. 2018-19 – A Resolution Approving an Intergovernmental Agreement Between the Town of Windsor and the Windsor Downtown Development Authority With Respect to the Purchase of the Real Property Located at 512 Ash Street – I. McCargar
  3. Resolution No. 2018-20 – A Resolution Initiating Annexation Proceedings for the Thornton Farm 24 Annexation to the Town of Windsor, Colorado – City of Thornton, owner, Kevin Woods, City of Thornton City Manager and Mark Koleber, City of Thornton Water Project Director, applicant’s representatives – M. Berry
  4. Resolution No. 2018-21 - A Resolution Approving an Amendment to the Agreement for Economic Inducements and Development Incentives Between the Town of Windsor, Colorado and DB Windsor, LLC. – S. Johnson
  5. Resolution No. 2018-22 – A Resolution Making Certain Findings of Fact Concerning the Weld County Road 76 Annexation to the Town of Windsor, Colorado; Determining Substantial Compliance with Section 31-12-101, ET SEQ., C.R.S., “The Municipal Annexation Act of 1965”; and Establishing Dates for Public Hearings Before the Planning Commission and the Town Board of the Town of Windsor, Colorado, with Regard to the Weld County Road 76 Annexation – Jon Turner, North Windsor Holdings, LLC, applicant/ Kristin Turner, TB Group, applicant’s representative – P. Hornbeck
- Town Board Member Rennemeyer moved to approve the consent calendar as presented; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays- None; Motion passed.**

C. BOARD ACTION

1. Site Plan Presentation – Arby’s Restaurant – Eagle Crossing Subdivision 6th Filing, Martin Lind, owner; Jon Sweet, TST Inc., applicant/applicant’s representative
  - Staff presentation: Millissa Berry, Senior Planner

The applicant, Mr. Martin Lind, Eagle Crossing Windsor LLC, represented by Mr. Jon Sweet of TST, Inc. is proposing a new site development in the Eagle Crossing Subdivision 6th Filing. The site of the proposed Arby’s Restaurant is located northeast of the intersection of Crossroads Boulevard and Fairgrounds Avenue – directly east of 7-11 and south of the Marriott Hotel site. The site is zoned General Commercial (GC) and is located adjacent to other GC zoned properties.

Overall development characteristics include:

  - total lot area of 0.84 acres
  - approximately 29% landscaped area
  - a 2,863 square foot building
  - 23 parking stalls + bicycle parking

Building characteristics include:

  - building materials are a mix of cultured stone and stucco in earth tone colors with metal accents
  - building height of 20’
  - a flat roof with varied roofline

- patio area
- drive-thru

Additional site details can be seen in the enclosed staff PowerPoint.

Staff noted that the current presentation is intended for Town Board information. Should the Town Board have any comments or concerns pertaining to this project, please refer such comments to staff during the presentation so that they may be addressed during staff's review of the project. The site plan will be reviewed and approved administratively by staff; however, if the project review process reveals issues that cannot be resolved between the applicant and staff, the site plan will be brought back to the Planning Commission and Town Board for review. The Planning Commission reviewed the site plan at its February 21, 2018 regular meeting.

Staff has no recommendation, as this item is for presentation purposes.

Town Board Member Rennemeyer inquired if the south elevation facing Crossroads will have signage stating that it is an Arby's and if that is a normal practice.

Ms. Berry responded stating that the placement of the building has to do with the location of the drive through in order to allow adequate space similar to the Starbucks located on Main Street. Ms. Berry further commented that the original idea is to make it an attractive façade with lots of vegetation.

Town Board Member Bennett followed up on Mr. Rennemeyer's question regarding the view from Crossroads and if there will be extensive landscaping with height.

Ms. Berry responded yes, there will be several evergreen shrubs as well as large trees and vegetation to help block the headlights from facing into traffic on Crossroads.

Mayor Melendez inquired as to the timeline and the anticipated opening date.

Jon Sweet of TST, Inc., the applicants representative, stated they are hoping for a ground breaking in March with a six month construction window and anticipated opening date be the end of the year.

Mayor Melendez inquired if the plan was to retain the Arby's located at the I-25 exchange.

Mr. Jon Sweet answered yes.

Mayor Melendez asked if there was anything further to add.

Ms. Berry answered no.

2. Public Hearing – Final Major Subdivision Plat – Eagle Crossing Subdivision 4th Filing – Martin Lind, Eagle Crossing Development, Inc., applicant/ Tom Siegel, Water Valley Development & Brian Williamson, TST, Inc., applicant's representatives

- Quasi-judicial
- Staff presentation: Paul Hornbeck, Senior Planner

**Town Board Member Rennemeyer moved to open the public hearing; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays- None; Motion passed.**

Mr. Bennett stated, “Madam Mayor, for the record I would like to disclose 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 during the Planning Commission proceedings has 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 that is presented during this public hearing.”

The applicant, Mr. Martin Lind of Eagle Crossing Development Inc., represented by Mr. Tom Siegel of Water Valley Development and Mr. Brian Williamson of TST, Inc., has submitted a final major subdivision plat, known as Eagle Crossing Subdivision 4<sup>th</sup> Filing. The subdivision encompasses approximately 91 acres and is currently zoned Limited Industrial, (IL), General Commercial (GC), and High Density Multifamily (MF-2). The proposed Final Subdivision is generally consistent with the Preliminary Subdivision that the Planning Commission approved on October 18, 2017.

The Final Subdivision characteristics include:

- Two lots totaling approximately 21.6 acres of land zoned MF-2 and being concurrently site planned for multifamily development.
- One additional 3.5 acre lot zoned MF-2 for possible future development
- One 5.8 acre lot zoned Limited Industrial
- 6 lots totaling approximately 51 acres of land zoned GC. The six lots may be further subdivided in the future to accommodate specific users as the area develops.
- Approximately nine acres of public right-of-way dedication, including Steeplechase Drive, which would be extended from Highland Meadows Parkway west to connect with Fairgrounds Avenue via Grandstand Avenue and Rodeo Drive.

The applicant held a neighborhood meeting on August 30, 2017, in accordance with Chapter 16, Article XXXI of the Municipal Code. There were approximately 12 neighbors in attendance. Please see the enclosed neighborhood meeting notes for discussion topics and responses.

At their February 21, 2018 meeting the Planning Commission forwarded to the Town Board a recommendation of approval, subject to the following conditions:

1. Prior to recording of the subdivision plat, the applicant shall provide satisfactory evidence to the Town that the plat does not conflict with the existing surface use agreement in place with the mineral owner
2. Applicant shall enter into a development agreement with the Town prior to recording of the subdivision plat

3. All outstanding staff comments on subdivision plat, improvement drawings, and related documents shall be addressed prior to recording the plat

Staff requests that the following be entered into the record:

- Application and supplemental materials
- Staff memorandum and supporting documents
- All testimony received during the public hearing
- Recommendation

Mayor Melendez asked if there were any questions of staff.

Town Board Member Scheuerman inquired about Steeplechase Drive connecting to the future creation of Grand Stand Drive which then meets up with Rodeo Drive. Ms. Scheuerman asked if that would be a through road with what is currently labeled as a private drive

Mr. Hornbeck responded yes, there will be a through road that is labeled private that will continue south and connect to Crossroads.

Town Board Member Scheuerman asked from the user's standpoint if it would seem as if it was a continuous road.

Mr. Hornbeck responded yes, that it would be a public access road, however, it would be privately maintained.

Town Board Member Scheuerman inquired if Stallion Drive will connect with Hospitality Drive and if it would continue further west.

Mr. Hornbeck replied yes it will connect, however, the Ward Industrial Park in Loveland has buildings in that location so the road is unable to extend further.

Town Board Member Scheuerman inquired if Hospitality Drive will be able to be accessed from Crossroads similar to the driveway located by 7-Eleven.

Mr. Hornbeck replied yes, it may be a similar limited access.

Mr. Martin Lind, 1625 Pelican Dr. Windsor, CO, stated that they are working with Loveland transportation regarding a full interchange. Hospitality Drive dead-ends into Stallion and goes left where you can exit off Stallion onto Fairgrounds Avenue. He is working with Larimer County Commissioners, Loveland and Windsor staff to look at bringing Steeplechase Drive all the way through and get a better stop light off Fairgrounds Avenue. By not allowing Hospitality Drive to continue north it allows for a large retail spot which is included in the master plan.

Town Board Member Baker requested that Mr. Lind highlight the road that will run north and south that will lead to the new apartments.

Mr. Lind responded stating that the apartments that are on the current site plan are built off Ward Avenue. The Steeplechase improvements would allow it to connect to Ward Avenue and continue south to Crossroads and intersect at the Walmart Distribution Center stop light.

Mayor Melendez asked if anyone in the audience wished to speak on this matter.

There was none.

Mayor Melendez asked if the record is complete.  
The record is complete per Mr. McCargar

Mayor Melendez asked for a motion to close the public hearing.

**Town Board Member Bennett moved to open the public hearing; Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays- None; Motion passed.**

3. Resolution No. 2018-23 – A Resolution Approving the Final Major Subdivision Plat for Eagle Crossing Subdivision 4th Filing – Martin Lind, Eagle Crossing Development, Inc., applicant/ Tom Siegel, Water Valley Development & Brian Williamson, TST, Inc., applicant’s representatives
  - Quasi-judicial
  - Staff presentation: Paul Hornbeck, Senior Planner

Mayor Melendez asked if there was anything further to report.  
Mr. Hornbeck stated no.

Mayor Melendez asked if there were any questions from Town Board members.  
There was none.

Mayor Melendez asked for a motion.

**Town Board Member Rennemeyer moved to adopt Resolution No. 2018-23; Town Board Member Scheuerman seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays- None; Motion passed.**

4. Ordinance No. 2018-1555 – An Ordinance Amending Section 19-1-20 of the Windsor Municipal Code with Respect to Improving Transparency and Accountability for Metropolitan Districts in the Town of Windsor  
Super majority vote required on Second Reading
  - Second reading
  - Legislative action
  - Staff presentation: Ian McCargar, Town Attorney

Mr. McCargar stated before the Board that the amendment to the code was composed by the Metropolitan Special Council with assistance from his office. The idea was to add more accountability and transparency to the Metropolitan District board operations by adding three subsections to existing section of the code. This would include the following; location for meetings during which budgets are discussed, the location for meetings for which general obligation debt is discussed and require that the call for nomination for those interested in serving on the Metropolitan District Boards be posted in the districts designated place for meeting notification. Mr. McCargar stated that the only additional change to the ordinance since first reading was that a clause has been added that authorized him to change the model service plan to incorporate these terms.

Mayor Melendez asked if anyone in the audience wished to speak on this matter.

John Turner, 6379 Crooked Stick Drive, Windsor, CO 80550, inquired where the meeting places are going to be changed to as he was not present during first reading.

Mr. McCargar responded by stating that the ordinance says if there is an end user who owns property and there is either debt being taken on or the annual budget then those meetings have to take place in the Town of Windsor rather than the metro area.

Mr. Turner requested what the first alteration to the ordinance was.

Mr. McCargar responded stating that the first alteration had to do with posting the call for nominations.

Mayor Melendez asked for a motion.

**Town Board Member Scheuerman moved to approve Ordinance No. 2018-1555; An Ordinance Amending Section 19-1-20 of the Windsor Municipal Code with Respect to Improving Transparency and Accountability for Metropolitan Districts in the Town of Windsor on second reading; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Melendez, Adams; Nays- None; Motion passed.**

5. Ordinance No. 2018-1556 – An Ordinance Annexing and Zoning Certain Territory known as the Swanson Annexation to the Town of Windsor – Jon Turner, Hillside Development Group, applicant / Kristin Turner, TB Group, applicant's representative

Super-majority vote required for adoption on second reading

- Second Reading
- Legislative action
- Staff presentation: Paul Hornbeck, Senior Planner

The applicant, Mr. Jon Turner, represented by Ms. Kristin Turner, has submitted a petition to annex approximately 28.9 acres to the Town of Windsor as General Commercial (GC) zoned property. The property is located to the northeast of existing town limits just west of the intersection of Harmony Road and SH 257. The purpose of this annexation is to annex Harmony Road right-of-way and assemble adjoining properties as a part of the proposed Rocky Mountain Sports Park. Development of the Rocky Mountain Sports Park itself will require various additional approvals by Town Board.

The Land Use Plan of the 2016 Comprehensive Plan designates this property as General Commercial, consistent with the proposed zoning. Zoning for abutting properties include General Commercial (GC), Limited Industrial (IL) and Weld County Agriculture (A) and Planned Unit Development (PUD).

The Comprehensive Plan Growth Strategy includes the property within in a Developed Area and this area is adjacent to Committed and Secondary Growth Areas. The Harmony Road corridor is one of the main growth areas in Town and is foreseen to develop with a mix of residential and commercial uses. The

corridor also serves as an important role moving traffic east and west through the region.

The applicant held a neighborhood meeting on December 18, 2017.

At its January 8, 2018 regular meeting, the Town Board adopted Resolution No. 2018-004 that declared certain findings of fact concerning the Swanson Annexation, determined substantial compliance with Colorado Municipal Annexation Act (1965), and established public hearing dates before the Planning Commission and the Town Board. The established hearing dates were February 7, 2018 for the Planning Commission and February 12, 2018 by the Town Board. The ordinance remains unchanged since first reading.

An Annexation Report has been prepared that detail on the adequate provision of utilities and services to the property, maintenance of infrastructure, and a finding of no impact to the school district due to the proposed General Commercial use and zoning.

At their February 7, 2018 meeting the Planning Commission forwarded a recommendation of approval of the Swanson Annexation and zoning designation. Town Board approved first reading of the ordinance at the February 12, 2018 meeting.

Mayor Melendez asked if there were any questions from Town Board members.

Town Board Member Baker inquired if this did not pass, would it mean that any development that happens would not come to the town for approval instead it would go to the county.

Mr. Hornbeck answered, yes.

Mayor Melendez asked if anyone in the audience wished to speak on this matter.

There was no one.

Mayor Melendez asked for a motion.

**Town Board Member Scheuerman moved to approve Ordinance No. 2018-1556, An Ordinance Annexing and Zoning Certain Territory known as the Swanson Annexation to the Town of Windsor on second reading; Town Board Member Rennemeyer seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays-None; Motion passed.**

6. Public Hearing – Ordinance No. 2018-1557 - An Ordinance of the Town Board of the Town of Windsor, Colorado, Approving the Service Plan for Ptarmigan West Metropolitan District Nos. 1-3, and Authorizing the Execution of an Intergovernmental Agreement Between the Town and the Districts

- Legislative action
- Staff presentation: Carolyn Steffl, Metropolitan District Special Counsel; Ian McCargar, Town Attorney

Mayor Melendez requested a motion to open public hearing.

**Town Board Member Rennemeyer moved to open the public hearing; Town Board Member Scheurman seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheurman, Bennett, Rennemeyer, Adams, Melendez; Nays- None; Motion passed**

The Ptarmigan West Metropolitan Districts No's. 1-3 propose to organize and serve the land area controlled by Tom Muth at the northeast corner of I-25 and State Highway 392. The Districts' counsel has worked closely with the Town's Metropolitan District Special Counsel, Carolyn Steffl to adhere closely to the Town's Model Service Plan. Ms. Steffl's Memorandum dated February 20, 2018, provides the legal details regarding the proposed service plan for these proposed new districts. Given that the Districts have adhered closely to the Town's Model Service Plan, Ms. Steffl is recommending approval.

Ms. Carolyn Steffl, Metropolitan District Special Counsel, stated that a proposed service plan was submitted to the Town of Windsor on January 12, 2018 for organization of three new metropolitan districts to be known as Ptarmigan West Metropolitan District Nos. 1-3. We have provided comments on the service plan, which have all been addressed by the organizers. The service plan fulfills all of the requirements of the Town Code and the Special District Act for creation of new metropolitan districts, and is consistent with the Town's Model Service Plan.

Ms. Steffl provided an overview of the plan:

- Three metropolitan districts would be created. District No. 1 is proposed to be the Coordinating District. District No. 2 would consist of residential development, and District No. 3 would consist of commercial development.
- The Districts would be authorized to issue up to \$25 Million in debt to fund public improvements for residential and commercial development. The public improvements, consisting of grading/miscellaneous, sanitary sewer, water, storm sewer, street and landscaping improvements, are estimated to cost approximately \$22 Million. Projected assessed value at build-out is \$102 Million. The financial plan attached to the service plan projects that revenue from property taxes and a one-time capital improvement fee (\$2,500 per dwelling) will be sufficient to pay the proposed debt over thirty years.
- The development is expected to take seven years to complete. The estimated population within the Districts' boundaries at build-out is approximately 795 persons.
- The new Code requirements regarding posting notice of calls for nominations and holding budget meetings within the District's boundaries (and in the evenings in alternate years) have been added to the service plan and the intergovernmental agreement with the Town.

Mayor Melendez asked if there were any questions from Town Board members.

Town Board Member Adams inquired if any changes were going to be made for the road that goes through that area.

Zachary White, representing the organizers of the district, responded stating that the Service Plan does not address the ultimate development plan as to what the roads will look like throughout the development.

Those changes will come before the Town Board in the future where you will then make a final determination on it.

Ms. Steffl specified that what the Service Plan does is approve the organization of this new Metropolitan District ability to issue debt. The roads are one of the improvements they can use, however, will be subject to going through the full development process.

Town Board Member Scheuerman questioned the estimates as it relates to the debt that would be issued. There is a significant amount related to streets. Ms. Scheuerman requested if those funds were intended for just internal streets or if it would contribute towards County Road 5 improvements that may be required as a part of the development.

Mr. White affirmed that the Service Plan does include a section dealing with enhancements to the Town that does discuss the widening of County Road 5 as well as adding a privacy wall along County Road 5 in order to reduce noise

Mayor Melendez asked if anyone in the audience wished to speak on this matter.  
There was none.

Mayor Melendez requested a motion to close public hearing.

**Town Board Member Adams moved to close the public hearing; Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays- None; Motion passed**

7. Ordinance No. 2018-1557 - An Ordinance of the Town Board of the Town of Windsor, Colorado, Approving the Service Plan for Ptarmigan West Metropolitan District Nos. 1-3, and Authorizing the Execution of an Intergovernmental Agreement Between the Town and the Districts

Simple majority vote on First Reading

- First reading
- Legislative action
- Staff presentation: Carolyn Steffl, Metropolitan District Special Counsel; Ian McCargar, Town Attorney

Mayor Melendez asked if there was anything further to report.  
Mr. McCargar had nothing further to add.

Mayor Melendez asked if there were any questions from Town Board members.  
There was none.

Mayor Melendez asked for a motion.

**Town Board Member Rennemeyer moved to approve Ordinance No. 2018-1557, An Ordinance of the Town Board of the Town of Windsor, Colorado, Approving the Service Plan for Ptarmigan West Metropolitan District Nos. 1-3, and Authorizing the Execution of an Intergovernmental Agreement**

**Between the Town and the Districts on first reading; Town Board Member Scheuerman seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays – None; Motion passed.**

8. Economic Development Report Update  
Staff presentation: Stacy Johnson, Director of Economic Development

Ms. Johnson gave an overview of the Economic Development Report that was included in packet material.

D. COMMUNICATIONS

1. Communications from the Town Attorney  
None
2. Communications from Town Staff  
Mayor Melendez congratulated Ms. Amanda Mehlenbacher for becoming the new Deputy Town Clerk.
3. Communications from the Acting Town Manager  
None
4. Communications from Town Board Members  
Town Board Member Adams wished to recognize the Windsor High School Wrestling Team for winning the State Wrestling Championship.

E. ADJOURN

**Town Board Member Rennemeyer moved to adjourn; Town Board Member Scheuerman seconded the motion. Roll call on the vote resulted as follows: Yeas – Baker, Scheuerman, Bennett, Rennemeyer, Adams, Melendez; Nays-None; Motion passed.**

The meeting was adjourned at 7:59p.m.



---

Amanda Mehlenbacher, Deputy Town Clerk