



TOWN BOARD REGULAR MEETING
June 13, 2016 - 7:00 P.M.
Town Board Chambers
301 Walnut Street, Windsor, CO 80550

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

MINUTES

A. CALL TO ORDER

Mayor Melendez called the meeting to order at 7:05 p.m.

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| 1. Roll Call | Mayor
Mayor Pro Tem | Kristie Melendez
Myles Baker
Christian Morgan
Ken Bennett
Paul Rennemeyer
Brenden Boudreau
Ivan Adams |
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Also Present:	Town Manager Town Attorney Communications/Assistant to Town Manager Chief of Police Director of Planning Director of Parks, Recreation and Culture Manager of Communications Chief Planner Senior Planner Director of Economic Development Director of Finance Recreation Manager Customer Service Manager	Kelly Arnold Ian McCargar Kelly Unger John Michaels Scott Ballstadt Eric Lucas Katie VanMeter Carlin Barkeen Josh Olhava Stacy Johnson Dean Moyer Tara Fotsch Megan Walter
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- Pledge of Allegiance
Town Board Member Adams led the pledge of allegiance.
- Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
Town Board Member Morgan motioned to approve the agenda as presented. Town Board Member Adams seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.
- Board Liaison Reports
 - Mayor Pro Tem Baker – Parks, Recreation & Culture Advisory Board; North Front Range/MPO alternate

Mayor Pro Tem Baker reported the Parks, Recreation and Culture Board discussed conservation easements. There was also discussion on reviewing the Boardwalk Park Museum and Eaton House Master Plan which could include a living history in the school house and train depot. The living history would depict what it was actually like to live in the era and experience the history by not just reading about it. There were also two presentations; cost recovery philosophy and future capital improvement projects.

- Town Board Member Morgan – Water & Sewer Board; Clearview Library Board
Town Board Member Morgan reported the Water and Sewer Board meeting was cancelled due to lack of agenda items.
- Town Board Member Bennett – Planning Commission; Windsor Housing Authority
Town Board Member Bennett reported several members of the Clearview Library Board attended an architecture conference in Bozeman, Montana and provided a report on desirable features of a new library facility. The Severance Town Board liaison and two Severance citizens expressed their desire to see the library closer to Severance. The Board reiterated that no decisions have been made at this time and they will continue with the feasibility study. Also the Board is looking to revise their bylaws; currently members are term limited and they would like to revise the bylaws to allow term limited members to extend their time during capital improvement projects.
Mr. Bennett reported the Planning Commission reviewed a site plan for the expansion of the Windsor Charter Academy.
- Town Board Member Rennemeyer – Historic Preservation Commission; Great Western Trail Authority
Town Board Member Rennemeyer reported the Great Western Trail Authority is reviewing applications and scheduling interviews for a trail manager to oversee operations of the trail.
- Town Board Member Boudreau – Chamber of Commerce; Planning Commission alternate
Town Board Member Boudreau reported the Chamber of Commerce discussed potential education seminars for local business and the success of Broker Day. A review of the All Town BBQ will take place in the fall as well as planning for the next year as the event is quickly growing.
- Town Board Member Adams – Tree Board; Poudre River Trail Corridor Board
Town Board Member Adams reported the Tree Board is planning Sick Tree Day for June 28, 2016 and approximately 60 homes have been scheduled.
The Poudre River Trail Authority is in the process of repairing several areas due to flooding. One of the challenges of the repairs is finding fill dirt; Weld County is assisting in that process. Mr. Adams also reported the Board has discussed the communities surrounding the river to inherit the Board as there are concerns regarding the budget.
- Mayor Melendez – Downtown Development Authority; North Front Range/MPO
Mayor Melendez had no report.

5. 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 May 23, 2016 Town Board Meeting – K. Eucker

2. Resolution No. 2016-36 – A Resolution Approving an Intergovernmental Agreement Between the City of Loveland and the Town of Windsor Regarding the Grant of Easement Rights for a Public Recreational Trail – I. McCargar
3. Report of Bills for May 2016 – D. Moyer
Mayor Pro Tem Baker motioned to approve the agenda as presented. Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

C. BOARD ACTION

1. Presentation - Dr. Leah L. Bornstein and Dr. Ray Peterson, Aims Community College
Dr. Leah Bornstein and Dr. Ray Peterson from Aims Community College provided current information regarding the college and the degrees that are being offered, some of which are nationally recognized programs. Dr. Bornstein invited the Town Board to tour the Windsor campus.

Dr. Peterson stated the Windsor Aims Community College is one of the most state of the art facilities around; the instructional device called Anatomage is one of four being used in the country.

Dr. Peterson reminded high school students to apply for the Bright Futures grant program.
2. Ordinance No. 2016-1520 - An Ordinance Approving an Amendment to the Consolidated Service Plan for Highpointe Vista Metropolitan Districts Nos. 1 & 2 and Approving an Extension of Debt Maturity
 - Legislative action
 - Staff presentation: Ian D. McCargar, Town Attorney

Town Board Member Morgan motioned to approve Ordinance No. 2016-1520 - An Ordinance Approving an Amendment to the Consolidated Service Plan for Highpointe Vista Metropolitan Districts Nos. 1 & 2 and Approving an Extension of Debt Maturity; Mayor Pro Tem Baker seconded the motion.

Per Mr. McCargar the Highpointe Metropolitan Districts Nos. 1 & 2 have asked that the Town Board consider an ordinance under which the Service Plan for the Districts are amended to allow an increase in the maximum debt limit currently in place, and a fifteen-year extension of debt maturity. The reason for the proposed debt increase is to allow refinancing of District obligations at lower interest rates and to take advantage of a significant discount in debt currently held by the developer.

Notice has been published to the tax payers through meeting notices; one in late January and one in April. Windsor municipal code requires notification to be published for 20 days which has been completed.

Alan Pogue council for Metropolitan Districts 1 & 2 stated when the Town Board approved the service plan in 2005 there was a cap of \$3.375 million in the amount of debt that the district could issue to the public market and there was no cap on the amount of debt that could be issued to the developer in the form of developer advances to the district. An additional \$2.5 million in developer obligations was also issued in 2007 and will mature in 2032. Interest rates have dropped dramatically since the debt was issued in 2007 and to capitalize on the current rates it is being requested to extend the maturity of that 2032 debt to 2045 and increase the \$3.375 million public debt cap to \$6 million.

The other piece of the transaction would include ultimately dissolving District No. 1. District No. 2 is where the homeowners live and District No. 1 is a small geographical district owned by the developer. The intent is to transfer all of the assets from District No. 1 to District No. 2 which includes approximately \$8 million in improvements and the developer representatives that currently serve on the District No. 2 Board will resign and be replaced by homeowners. The goal is to complete that process and dissolve District No. 1 by the end of the first quarter of 2017.

Ms. Melendez inquired if there have been any comments from residents.

Mr. Pough stated comment were not received but the reaction of the residents was the plan seemed beneficial and provided nothing to be put into the record.

Mr. Baker inquired if there are plans for the proceeds of the debt.

Mr. Pough stated the proceeds will repay existing debt that was incurred to build the amenity package that serves the residents. In 2005 the Town had a policy with respect to metropolitan districts that only enhancements were allowed to be financed. The draft amendment lists initial enhancements including a significant amount of landscaping, open space, basketball court, mail kiosk and swimming pool that the proceeds will refund that debt. The 2016 bonds will be issued in two series; series A estimates interest rates at about 5% and series B which will be subordinate for repayment purposes to series A will be approximately 6 ¾% - 7%.

Mr. Morgan inquired if there will be any new or additional fees to homeowner.

Mr. Pough stated the revenue source to pay the bonds will remain the same revenue source that is currently available which is property tax revenues. There is a cap at 35 mills which applies to all taxes imposed by the district; debt, repayment and operations. Once the homeowner district has assumed ownership of the amenities and control of that district they may choose to build more amenities or they may want a different level of service at the swimming pool so they would have the legal authority to impose fees to pay for those amenities.

Mr. Morgan inquired if there are any amenities that have not been completed.

Mr. Pough stated the amenity package has been completed.

Ms. Melendez inquired as to how many lots are still available for development.

Mr. Pough stated there are currently 90 vacant lots out of 327 lots of which four of them are owned by the developer.

Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

3. Resolution No. 2016-37 - A Resolution Approving an Agreement for Certain Economic Inducements and Development Incentives Between the Town of Windsor, Colorado, and Advanced Roofing Technologies, with Respect to the Development of Property for Commercial Purposes Within Windsor

- Legislative action
- Staff presentation: Stacy Johnson, Director of Economic Development

Town Board Member Morgan motioned to approve Resolution No. 2016-37; Town Board Member Adams seconded the motion.

Per Ms. Johnson in May of 2016 Economic Development staff presented a request for incentives for Advanced Roofing Technologies. The incentive request was to retain and expand Advanced Roofing Technologies and an additional company, NoCO Sheet Metal which was previously located in Loveland.

The location of the purposed incentive agreement is 4555 Highland Meadows Parkway, Windsor, CO. A new 42,360 square foot building will be constructed to house Advanced Roofing's expansion along with NoCO Sheet Metal. An additional 20,000 square foot of limited industrial place will be available for future prospects.

The total building permit fees estimate is approximately \$160,000 and the total amount requested to be waived or reimbursed is \$61,633.80 with a payback period of approximately 3.1 years.

An addition to the incentive agreement consists of waiving confidentiality in regards to sales tax information for future reporting and analysis by the Town.

Mr. Baker inquired if there is any requirement for the company to stay in Windsor for a certain amount of years.

Ms. Johnson stated there is none but the company will own the building and have an additional 20,000 square feet to lease out.

Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

4. Resolution No. 2016-38 - A Resolution Approving Various Closing Documents Pursuant to a Purchase and Sale Agreement Between the Town of Windsor and Carestream Health, Inc., for the Acquisition of Certain Assets in the Davis and Law Water System

- Legislative action
- Staff presentation: Ian D. McCargar, Town Attorney

Town Board Member Adams motioned to approve Resolution No. 2016-38; Town Board Member Morgan seconded the motion.

Per Mr. McCargar a contract was approved in March of 2016 with Carestream Health, Inc. to acquire assets in their water portfolio and their water delivery portfolio. That contract had a scheduled closing on June 6, 2016 but it has been moved to June 13, 2016 for the Board to view the closing documents. The transaction has origins in the Law Predisaster Mitigation Project (PDM) which is a storm water project the Town started working on years ago. The Town notified Carestream of plans to realign a portion of the Law Ditch to which they objected on water law principles. Although there were significant disagreements over the law, ultimately an agreement was reached which would allow the Town to relocate the necessary portions of the Law Ditch, but would also take over certain Carestream assets in the consolidated Davis & Law delivery systems.

Through the Special Warranty Deed, the Town is acquiring real property interest that is owned by Carestream and is part of the water delivery system; the Town will have the legal right to use those easements for the conveyance of water. In addition the warranty deed conveys to the Town Carestream's right in six cubic feet per second of seep water that flows through the Davis Pipeline. The Town will then lease back the water right to Carestream for 99 years which they will have the beneficial use of. The Town will convey the water to Carestream but the Town is not required to provide a particular quantity of water to them. The Town is under no obligation to ensure Carestream receives their water but the Town cannot deliberately deny access to their water right.

An Easement Deed has been granted to the Town to provide another route through Carestream's property to carry water to the Poudre River.

The Assignment and Assumption Agreement will allow Windsor to take over what Carestream owns in the 1919 Davis Pipeline Agreement. Carestream is the owner of the bell and spigot clay pipe that was laid in 1919 for approximately one mile. The Town will now have ownership of the pipe and through the years the Town has rehabbed that pipe to ensure its functionality.

The Dry-Up Covenant is in place for when the lease for use of the 6 CFS of Davis Seep Water expires or whenever it is terminated that water does not necessarily have to feed that farm land and would be used by the Town. That could be 99 years but also sooner depending on what Carestream decides to do with their farming operation.

The package of closing documents if approved will have the Town owning a significant collection of assets for water delivery; most of which will remain for the benefit of Carestream but some of which are clearly beneficial to the Town. This transaction was brought to attention by the need to complete the Law Predisaster Mitigation project on time and on budget.

Mr. Arnold inquired as to how long the project has been worked on.

Mr. McCargar stated it has been about 2 years.

Mr. Bennett inquired as to what will happen if there is more than six cubic feet of water.

Mr. McCargar stated that is all the water that is allowed to Carestream. The Davis Pipe is capable of carrying more but the water right is six CFS. Any amount of water exceeding six CFS will continue past Carestream.

Mr. Baker inquired about liability in owning a pipe from 1919.
Mr. McCargar stated it there is likely no liability.

Ms. Melendez inquired if there is an obligation moving forward for operation and maintenance.
Mr. McCargar stated the Town can chose weather or not to perform maintenance.

Mr. Morgan commented that it does not seem feasible to forego maintenance with water still flowing through the pipe.
Mr. McCargar stated engineering staff have occasionally located sink holes and other issues which were then repaired. There is an obligation in the 1919 agreement that was inherited by Carestream from the Great Western Sugar Company that Great Western Sugar Company will clean out the sand pockets so there is some obligation to occasionally muck out manholes.

Mr. Rennemeyer inquired as to how we got to this.
Mr. McCargar stated when the Town proposed the alignment for the PDM project channel it called for a relocation of a small segment of the Law Ditch. Carestream objected to the proposal so the Town was faced with not completing the project or going into water court. The Town then negotiated the current agreement to complete the project on time and on budget.

Mr. Boudreau inquired if the main benefit for the Town is the complete the PDM.
Mr. McCargar stated that is correct and as a secondary benefit the Town will own the pipeline.

Mr. Rennemeyer inquired if the Town will be responsible if the pipeline needs to be replaced.
Mr. McCargar stated if the Town chose not to replace the pipe, it would not be the responsibility of the Town. The Town can chose to replace the pipeline or not to.

Mr. Boudreau inquired if the Town has completed work on the pipeline already.
Mr. McCargar stated the Town has completed some work in regards to water issues in the Peakview Estates subdivision.

Mr. Morgan inquired if the Town is allowed to realign the pipe if needed.
Mr. McCargar stated the Town can realign the pipe if needed.

Mr. Bennett inquired as to what the consequences would be for Windsor if the pipe needed repairs and it was decided to not complete the repairs.
Mr. Arnold stated it would depend on how it is affecting citizens.

Roll call on the vote resulted as follows: Yeas –Baker, Morgan, Bennett, Rennemeyer, Boudreau, Adams, Melendez; Nays- None; Motion passed.

5. Site Plan Presentation – Diamond Valley Subdivision 4th Filing, Lot 2 and 6th Filing, Lot 1 – Windsor Charter Academy expansion – Windsor Charter Academy, applicant/ Thomas Roche and Leonard Wiest, Roche Constructors, applicant’s representatives

- Staff presentation: Josh Olhava, Senior Planner

Per Mr. Olhava the applicant, represented by Roche Constructors, is proposing a site expansion at the current Windsor Charter Academy, located in the Diamond Valley Subdivision. The site is zoned Limited Industrial (I-L) and surrounded by other industrial users and the Town's Diamond Valley Park.

Site expansion characteristics include:

- an approximately 6,276-square foot, single-story expansion that will include four additional class rooms;
- building materials to match the existing building with split-faced CMU blocks and metal siding;
- 76 new parking spaces located 1 ½ block south; and
- a drop-off/pick-up site located with the 76 new parking spaces.

The applicant was required to complete a traffic study due to the high traffic volumes during morning and afternoon hours at the school. Complaints have been received by the Town regarding the existing conditions with cars backing up into SH 257 and blocking business accesses along E. Garden Drive. The traffic study recommends certain on- and off-site improvements, as well as administrative procedures to reduce the school's traffic congestion issues. Staff has been working with the applicant and their representatives to incorporate all of the recommendations. Staff has also included specific development agreement language for the administrative procedure recommendations and ongoing evaluation.

The application is consistent with Education chapter of the Vision 2025 document and the Comprehensive Plan does not address site level detail such as this application.

Ms. Melendez inquired if the traffic study has been completed.

Mr. Olhava stated the traffic study has been completed and the application is on the second review of the site plan. The configuration was reviewed and there was some recommended adjustments based on the traffic study.

Mr. Rennemeyer inquired as to how the students will get from the drop off and pick up lanes to the school.

Mr. Olhava stated there is a sidewalk and the applicant has also proposed widening the sidewalk.

Ms. Melendez inquired if the proposal is sufficient for the issues concerning dropping off and picking up students.

Mr. Eddie Castaneda, representative from Roche Constructors stated the parking lot is believed to be sufficient and will address parking issues which will give space for parents to park and walk their student to and from the school.

Ms. Melendez inquired as to when the completion date will be.

Mr. Castaneda stated completion will be in August prior to the beginning of the school year.

Mr. Bennett inquired about the administrative features that will help alleviate traffic. Rebecca Teeples from Windsor Charter Academy stated part of the administrative features is to designate specific areas so the students are safe. The proposed expansion will add 52 students to the school. Currently there are two locations that students can be picked up and dropped off but with the purchase of the lot on Innovation Drive for additional parking it allows for a third pick up and drop off location. Staff members will be stationed at different locations and cross guard will also be utilized. Also an app has been created that notifies the school of the parent's arrival which will be uploaded into the classroom so not all 600 students will be released from classrooms at one time. Parents will be educated throughout the summer on the new processes once it has been approved.

Mr. Adams inquired if the school is going to expand to more classes and grades in the future. Ms. Teeples stated the new classrooms that will be added this fall will be a 2nd grade class and a 5th grade class.

Mr. Rennemeyer inquired about the learning garden. Ms. Teeples stated the learning garden is currently there and is school property.

6. Site Plan Presentation – Falcon Point Subdivision, Lot 1 – Kraft Kurbing – Craig and Laurie Kraft, applicants
- Staff presentation: Paul Hornbeck, Senior Planner

Per Mr. Hornbeck the applicants, Mr. Craig Kraft and Mrs. Laurie Kraft, are proposing a site development in the Falcon Point Subdivision. The site is zoned Limited Industrial (I-L) and is surrounded by other industrially zoned property.

The development proposal includes:

- 2 new buildings of approximately 9,000 square feet each, including 6 tenant spaces;
- an outdoor storage yard;
- 54 off street parking spaces, including accessible parking space(s); and
- landscaping on approximately 10.5% of the site (in accordance with the Subdivision Agreement)

The current presentation is intended for the Town Board's 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 application is consistent with various elements of the Comprehensive Plan as well as the Vision 2025 document.

Ms. Melendez inquired if Kraft Kurbing will be one of six tenants that will fill the space and the other five tenants are currently unknown.

Mr. Hornbeck stated that is correct.

Mr. Baker inquired as to fence screening for the storage in the back.

Mr. Hornbeck stated the majority will be screened by the building itself and there is no screening requirements for behind the building.

Ms. Melendez inquired if Kraft Kurbing is a new business coming to Windsor.

Mr. Hornbeck stated the business is currently in Windsor but they are expanding.

7. Presentation – 2015 Annual School District Reports on PILO (Payments-in-lieu of land dedication) and IGA Background

- Staff presentation: Josh Olhava, Senior Planner

Per Mr. Olhava in approximately 2000, the Town entered into Intergovernmental Agreement's (IGA's) with each of the school districts that serve Windsor (Weld RE-4, Poudre R-1 and Thompson R2-J). These agreements represent a cooperative effort with the districts to require land to be dedicated for future school sites or fees-in-lieu thereof to be paid to the respective district as part of the land development process. The provisions implementing the requirements of these agreements are found in Chapter 17, Article XIV of the Windsor Municipal Code.

As required by the respective IGAs, the districts submit the enclosed annual reports regarding PILO fees collected and expended. These reports may also include the districts intent to request a change in land value used for determination of cash-in-lieu payments to ensure the fees align with current fair valuation of land within each District.

In 2007, in response to district requests, the Town adopted ordinances revising the methodology for calculating land dedication requirements. As part of this update, the developed land value used to determine cash-in-lieu payments was also increased to reflect current market conditions. Because the land valuation had not been updated since the approval of the original IGAs, the increase was substantial. Therefore, the Town asks that the districts monitor developed land valuation trends on an annual basis so that incremental adjustments can be made when necessary in order to avoid large increases in any given year.

Mr. Baker inquired if the cash will be used across the districts in Larimer County.

Mr. Olhava stated it could be used across the district.

D. COMMUNICATIONS

1. Communications from the Town Attorney
None

2. Communications from Town Staff
Chief Michaels reported Judge Manning has requested security for municipal court during arraignment and trial nights. Officers have commenced security for municipal court and estimates it will take approximately 6-9 hours per month. This process will be evaluated as the months continue to see if the correct amount of security is in place and where the funding of the officers will come from.

Mr. Wagner stated a Planning and Environmental Linkages (PEL) study is a long range planning study that is being conducted on Highway 34 from the west side of Loveland to the east side of Greeley. Windsor is involved in that process and CDOT has agreed to utilize \$2 million of their funds for the study. US Highway 85 is currently undergoing a PEL study. A PEL study is important as far as determining long range planning for the corridor including accesses, rights-of-way, road widths, interchanges and is an important component in federal funding. The scope of the project is currently being reviewed but they believe parallel roads like Crossroads Boulevard and Highway 402 should be included in the scope. The Town will be involved in the process since Crossroads goes through Windsor. CDOT is considering writing into the scope of work that other entities such as Windsor, Greeley and Loveland any participating entities can get involved in the study in the expanded scope of work if there is additional work that needs to be completed. Staff has been contacted in Greeley and Loveland to discuss if the scope should be expanded and at this time they feel it is not necessary. There have been studies on Crossroads Boulevard regarding the alignment of Crossroads and O Street in Greeley. At this point Windsor does not see a strong need for additional work but will continue to review the scope of work as it develops.

Mr. Ballstadt stated a joint work session with the Planning Commission is scheduled for June 20, 2016 to review the conditional use grant process for new Town Board member and to provide a refresher for Town Board members that have been through previous presentations. The Colorado Oil and Gas Commission will also be in attendance and will provide a presentation on the state permitting process as well as some of the changes that were adopted in 2015. The Colorado Oil and Gas Association was invited to present at the work session but were unable to do so; they would like to come before the Board in the future. Oil and gas operators will also be present at the work session.

Ms. Garcia stated a request has been made from the People for a Healthier Larimer County to provide a presentation of their ballot initiative to the Board; this request could be the first of many. The consensus of the Board is to allow presentations of 15-20 minutes at work sessions.

Mr. Baker inquired if the groups are looking for endorsements from the Town.

Mr. Garcia stated they will eventually be seeking an endorsement.

3. Communications from the Town Manager
None

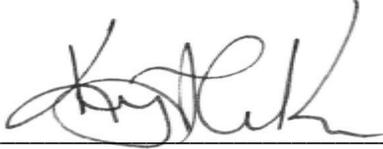
4. Communications from Town Board Members

Ms. Melendez reported Broker Day was a well-attended event with many first time attendees. Lunch with the seniors at the Recreations Center was a success and a meeting with Mr. Seegmiller took place regarding the development of internships and a youth and government day; matching students with governmental employees. Ms. Melendez reminded the public of the Police Chief Candidates Open House on Thursday from 5:30-7:30 at the Recreation Center. Ms. Melendez and Ms. Unger will be meeting the FRA Director. Coffee with the Mayor is scheduled for June 18, 2016 at the Bungalow.

E. ADJOURN

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

The meeting was adjourned at 8:42 p.m.

A handwritten signature in black ink, appearing to read 'Krystal Eucker', written over a horizontal line.

Deputy Town Clerk, Krystal Eucker